TAMIL NADU ARCHIVES LIBRARY

Acc.No:	1256
Title	(MADRAS LIBRARY ASSOCIATION. PUB-Series (13)) CLASSIFIED CATALOGUE CODE.
Vol:	No: — Month&Year: — Ed. 2
Author:	S.R. RANGANATHAN
Year & Publication	1945: Thompson & Co; Grafton & Co, Madras.
Call No:	2:55 N45
Total Pages:	328
Missing Pages:	—
Date of Lamination:	02.01.2015
Preservation Clerk Sign:	B. MOHAN KUMAR
Remarks(If any):	Rechekked BOOK
Librarian	[signature] 2/1/15

MADRAS LIBRARY ASSOCIATION

Publication Series, 13

CLASSIFIED CATALOGUE CODE

MADRAS LIBRARY ASSOCIATION

PUBLICATION SERIES

1. LIBRARY MOVEMENT: A collection of Essays by Divers Hands. Demy 8vo. 1929. *Out of Print.*
2. THE FIVE LAWS OF LIBRARY SCIENCE by S. R. Ranganathan, M.A., L.T., F.L.A. Demy 8vo. 1931. *Out of print.*
3. COLON CLASSIFICATION by S. R. Ranganathan, M.A., L.T., F.L.A. In three parts. Demy 8vo. First edition, 1933. *Out of print.*
4. CLASSIFIED CATALOGUE CODE by S. R. Ranganathan, M.A., L.T., F.L.A. Demy 8vo. 1934. *Out of print.*
5. LIBRARY ADMINISTRATION by S. R. Ranganathan, M.A., L.T., F.L.A. Demy 8vo. 1935. *Out of print.*
6. PROLEGOMENA TO LIBRARY CLASSIFICATION by S. R. Ranganathan, M.A., L.T., F.L.A. Demy 8vo. 1937.
7. THEORY OF LIBRARY CATALOGUE by S. R. Ranganathan, M.A., L.T., F.L.A. Demy 8vo. 1938.
8. COLON CLASSIFICATION by S. R. Ranganathan, M.A., L.T., F.L.A. In four parts. Second edition. (Revised). Demy 8vo. 1939.
9. REFERENCE SERVICE AND BIBLIOGRAPHY, V. I, Parts 1–4: THEORY by S. R. Ranganathan, M.A., L.T., F.L.A. and C. Sundaram, B.A. Demy 8vo. 1940.
10. REFERENCE SERVICE AND BIBLIOGRAPHY, V. II, Part 5: BIBLIOGRAPHY OF REFERENCE BOOKS AND BIBLIOGRAPHIES by S. R. Ranganathan, M.A., L.T., F.L.A. and K. M. Sivaraman, B.A. Demy 8vo. 1941.
11. SCHOOL AND COLLEGE LIBRARIES by S. R. Ranganathan, M.A., L.T., F.L.A. Demy 8vo. 1942.
12. LIBRARY CLASSIFICATION: FUNDAMENTALS AND PROCEDURE by S. R. Ranganathan, M.A., L.T., F.L.A. Demy 8vo. 1944.
13. CLASSIFIED CATALOGUE CODE by S. R. Ranganathan, M.A., L.T., F.L.A. Second edition. Demy 8vo. 1945.
14. DICTIONARY CATALOGUE CODE by S. R. Ranganathan, M.A., L..T., F.L.A. Demy 8vo. 1945.

To follow

15. LIBRARY CATALOGUE: FUNDAMENTALS AND PROCEDURE by S. R. Ranganathan.
16. LIBRARY BUILDINGS AND FURNITURE by S. R. Ranganathan and R. R. Sarma.

17-21. COMPREHENSIVE TAMIL BIBLIOGRAPHY, 5 V. by S. R. Ranganathan and K. M. Sivaraman.

Obtainable from:—

1. THE MADRAS LIBRARY ASSOCIATION,
   TRIPLICANE, MADRAS.
2. GRAFTON & CO.,
   COPTIC HOUSE, 51, GREAT RUSSELL STREET,
   LONDON, W.C. 1.
3. H. W. WILSON COMPANY,
   950-972, UNIVERSITY AVENUE,
   NEW YORK, N.Y. UNITED STATES.

CLASSIFIED CATALOGUE CODE

BY

S. R. RANGANATHAN M.A., L.T., F.L.A.

Librarian, Madras University Library
Secretary, Madras Library Association
President, Indian Library Association

SECOND EDITION

MADRAS
THOMPSON & CO., LTD.
LONDON: GRAFTON & CO.
1945

25515*q*N34

H5

First Edition. 1934

Second Edition. 1945

The Laws of Library Science

1. Books Are for Use
2. Every Reader His or Her Book

   or

   Book for All
3. Every Book Its Reader
4. Save the Time of the Reader

   Cor: Save the Time of the Staff
5. A Library is a Growing Organism

Kōśavān hi sadācāryaḥ pañcasūtrīparāyaṇaḥ |
Pustāni pathitum tāni sarvebyaḥ svam svamāpnyuḥ ||
Pathantam samayam tasya śeṣet kośaḥ sadāpica |
Vardhamānassa cinmūrtiḥ pañcasūtrīm vidantvimam ||

कोशवान् हि सदाचार्यः पञ्चसूत्रीपरायणः ।
पुस्तानि पठितुं तानि सर्वेभ्यः स्वंस्वमाप्नुयुः ॥
पठन्तं समयं तस्य शेषेत् कोशः सदापिच ।
वर्धमानः स चिन्मूर्तिः पञ्चसूत्रीं विदन्त्विमाम् ॥

ADU ARCHIVES LIBR
ACC
12/56
MADRAS-600 008

Thompson & Co., Ltd., Printers, Madras.

CONTENTS

Chap.		Rules	Pages
	Conspectus ..		9-13
01	Parts of a catalogue ..	01-012	14-21
02	Types of entries ..	02-02411	22-27
03	Style of writing ..	03-03923	28-40
04	Transliteration ..	04-041	41
05	Articles and contractions.	05	42-44
06	Arrangement of entries ..	06-0624	45-51
07	Definitions ..	07	52-57
08	Types of work ..	08-0844	58-61
1	Single volumed simple book, main entry ..	1-1623	62-169
	Personal author ..	121-1219	66-90
	Christian and Jewish names ..	1211-12115	67-69
	Hindu names ..	1212	69-78
	Muslim names ..	12131-121392	78-86
	Other names ..	1214	86-87
	Titles, etc. ..	1215-12152	87-88
	Monarchs and popes..	1216	88-89
	Other cases ..	1217-1219	89-90
	Joint authors ..	122-1222	90-91
	Corporate author ..	123-1234	91-111
	Government ..	1231-123102	93-97
	Crown ..	12311	97-98
	Executive ..	12312	98
	Legislature ..	12313	98-99
	Administrative department ..	12314-123151	99-101
	Judiciary ..	12316-123162	102-103
	Institution ..	1232-12321	103-107
	Conference ..	1233-12332	107-109
	Dependent body ..	1234	109-111
	Joint corporate authors.	124	111
	Pseudonym ..	125-1253	111-125

Chap.		Rules	Pages
	Authorial polyonymy and homonymy in Sanskrit literature by S. Kuppuswamy Sastri ..		118-125
	Collaborator heading ..	126-127	125-129
	First word of title ..	128-1282	129-130
	Refractory cases ..	1291-1298	130-132
	Title portion ..	13-1332	132-145
	Title ..	131-1313	134-138
	Collaborators ..	132-1321	138-144
	Two collaborators, etc.	1322-1323	144-145
	Edition ..	133-1332	145
	Note ..	14-145	146-167
	Series note ..	141-14142	147-156
	Theses ..	1415	156-157
	Pseudo series ..	1416	157-160
	Multiplicity of series.	142-142202	160-163
	Alternative names of series ..	1423	163-164
	Extract note ..	143-14312	164-166
	Change of name note.	144-1441	166
	Extraction note ..	145	167
	Accession number ..	15	167
	Back of the card ..	16-1623	167-169
2	Simple book, cross-reference entry ..	2-25	169-172
3	Simple book, index entry.	3-3228	172-226
	Class index entry ..	31-3129901	173-195
	Main class index entry.	3121-312101	178-180
	Common subdivision index entry ..	3122-312201	180-181
	Geographical index entry ..	3123-312301	181
	Language index entry..	3124-312401	181-182

Chap.		Rules	Pages
	Characteristic division index entry ..	3125-3125101	182-186
	Epochal index entry ..	3126-31264	187-192
	Favoured category index entry ..	3127-3127101	192-193
	Alphabetic device index entry ..	312801-3128101	193-194
	Work index entry ..	3129-3129101	194-195
	Consolidated class index entry ..	31299-3129901	195
	Alternative rules ..	313-3132501	196-210
	Book index entry ..	32-3228	211-226
4	Simple book, cross-reference index entry.	4-453	226-239
	Editor of series entry..	41-413	227-228
	Pseudonym—real name entry ..	42-423	228-229
	Label entry ..	43-4331	230-231
	Alternative name entry.	44-443	231-237
	Variant form entry ..	45-453	237-239
5	Multivolumed simple book.	5-537	240-244
6	Composite book ..	6-624	245-252
7	Periodical publications, simple type ..	71-76	252-274
8	Periodical publications, Complex types ..	8-892	274-315
	Peculiarities in volume number ..	811-813	276-278
	Interrupted publications.	821-823	278-282
	Change of name ..	831-832	282-290
	Absorption ..	841-8443	290-297
	Splitting up ..	851-852	297-301
	Supplements ..	861-864	301-304
	Combination of complexities ..	891-893	304-312
	Conclusion ..		312-314
	Index ..		315-328

PREFACE

BY

THE MADRAS LIBRARY ASSOCIATION

With the object of spreading the essential ideas of Library Movement and of directing thought towards the creation of a library service of the right standard, the Madras Library Association inaugurated its Publication Series in 1929. The first volume *Library movement* was by Divers Hands. The next seven volumes were all by S. R. Ranganathan. The ninth was jointly by S. R. Ranganathan and C. Sundaram while the tenth was jointly by S. R. Ranganathan and K. M. Sivaraman. The eleventh and the twelfth were again by S. R. Ranganathan.

As another instalment of this Publication Series the Association now publishes a second (*revised*) edition of *the Classified catalogue code* by S. R. Ranganathan. An account of the chief new features of this edition will be found in pages 12 and 13 in the Conspectus furnished by the author.

The fourteenth volume of the series entitled *Dictionary catalogue code* by S. R. Ranganathan is being published simultaneously.

The Association hopes that these two volumes will circulate as widely as its predecessors and that it will help libraries in India and elsewhere to organise their work in an efficient, scientific and serviceable way.

CONSPECTUS

The author, the dictionary and the classified catalogues represent three successive stages in the order of evolution of the internal form of the library catalogue. The classified form being the latest to evolve, the literature relating to it is comparatively scanty. It is strikingly so in the case of the systematic code of rules for cataloguing. While the number of codes for the author catalogue is fairly large and the number for the dictionary catalogue is also respectable, there appear to be few systematic and complete codes published in book form for the classified catalogue. Hence this little venture, which is based on twenty years of experimentation in the Madras University Library and on the valuable reciprocal influence gained by its being taught to students of library science during the last fifteen years.

While the call numbers occurring in the examples given are constructed by the Colon Classification, the rules of this code are not necessarily dependent on that scheme for their applicability, excepting rule 31 and its subdivisions which deal with class index entries. All the other rules are of general application, irrespective of the scheme of classification in use. Even rule 31 and its subdivisions cannot be said to be altogether devoid of interest, or at least of some valuable suggestions, to libraries classified by other schemes.

PRELIMINARIES

The first eight chapters, *viz.*, Chapters 01 to 08 deal with preliminaries. Chap. 01 traces the evolution of the library catalogue and Chap. 02 enumerates the types of entries occurring in a classified catalogue. The physical form of the catalogue, with the card form in particular, is

discussed in Chap. 03. Chap. 05 gives the table of contractions that will be of use in writing out entries.

The rules for arranging the catalogue cards are given in Chap. 06. The rules of Chap. 03 prescribing the style of writing and those of Chap. 06 dealing with alphabetisation are closely integrated. They are believed to implement for the first time, the Gestalt Theory of Alphabetisation enunciated in Chap. 64 of our *Theory of library catalogue.* Perhaps no other book or system of cataloguing has mechanised alphabetisation to an equal degree.

A remark at the end of Chap. 06 calls for research into what appears to be an insoluble problem.

The definitions of some of the cataloguing terms will be found collected together in the following chapter for ready reference. The last of the preliminary chapters gives an analysis of works from the cataloguer's point of view and defines the different classes of works, *viz.,* periodical publications, periodicals, serials, books, simple books, composite books, artificial composite books, and multivolumed books.

Books

Chapter 1 is the longest and is devoted to the rules for making the main entry of a simple book. The next three chapters are concerned with the added entries that may have to be given to such books. These four chapters contain between themselves most of the basic rules. The fifth chapter deals with the special features of the entries of books in two or more volumes; while, the rules peculiar to composite books are enunciated in the sixth chapter.

Periodical Publications

Chapters 7 and 8 have some novel features. They deal with periodical publications. It is well known how much

the idiosyncrasies of periodical publications baffle the cataloguer. To facilitate matters, Chapter 7 is confined to a consideration of periodical publications of the simplest type, not presenting any complexity whatever. The basic rules having thus been arrived at, the more complicated rules necessary for dealing with complex cases are considered in Chapter 8. Even there, the possible complexities are first analysed in rule 8 into eighteen elemental types, falling into six groups. Then, the technique for dealing with each such type is developed separately in the next six groups of rules. Finally, the last three rules are devoted to complexities of a general nature.

Refractory Cases

It was originally intended to give an additional chapter dealing with refractory cases. It was the intention, for example, to work out in rule 9*u* and its subdivisions the method of cataloguing maps, to devote rule 963 and its subdivisions to exhibitions of different kinds, to frame rule 9N8 and its subdivisions for dealing with music books and so on. But feeling that the experience gained with such special publications is not yet adequate, it has been decided that such a chapter should be reserved for inclusion in a later edition.

Numbering of the Rules

The numbering of the rules may perhaps require a word of explanation. The numbering is on decimal basis. A decimal point is to be understood at the beginning of the number of each rule. If this is done mentally, the sequence of the numbers of the rules will appear to be natural. A careful examination will show that the numbers are highly mnemonic. If this is understood, reference to the related rules will be greatly facilitated.

For example Rule 1 of Chapter 1 enumerates "Note, if any" as category 4 of the sections that may occur in the Main Entry. Rule 14 of that Chapter deals with the choice of Note and enumerates "Series note" as category 1. Rule 141 of the same chapter deals with the rendering and style of writing of Series Note and enumerates "Serial number" as category 4 of its items. Rule 1414, therefore, deals with the choice of Serial Numbers.

Again in Chapter 7, Rule 71 enumerates "Series note, if any" as category 4 of the sections of the Main Entry of a Periodical Publication and Rule 74 deals with the style of writing it.

ILLUSTRATIONS

The code contains 424 rules, most of which are explained by suitable commentaries. The number of examples that have been included to illustrate these rules is 701. These contain 361 regular entries of one type or another. As these entries are *printed* in this book, the usual typographical and other conventions are to be remembered in translating the printed entries into written entries; for example, italics in print means underlining in manuscript. Small capitals in print are equivalent to block letters in hand and so on.

NEW FEATURES OF THE SECOND EDITION

The chief new feature of the second edition is the provision of an alternative set of rules for Class Index Entries, *viz.* Rule 313 and its subdivisions. Though involving some more work on the part of the cataloguer, Class Index Entries prepared in accordance with these alternative rules will be more intelligible to the reader and will, therefore, result in reducing the pressure on the Reference Staff to a corresponding extent

Implementing the Gestalt Theory of Alphabetisation so as to separate what have been described as the Legislative and the Executive Phases of alphabetisation, which has been already referred to, is another new feature.

A third new feature is the further probing into the causes for the delay in the universal advent of the Classified Catalogue. A deeper function of the library catalogue not enumerated by Cutter is laid bare as a result. This will be found towards the end of Chapter 01.

THEORY OF LIBRARY CATALOGUE

This book, it must be understood, is only a code of rules. It does not expound the Theory of Library Catalogue. Publication No. 7 of this series, which is entitled *Theory of library catalogue* deals with that question. It lays down certain canons of cataloguing as the basis for evaluating catalogue codes and demonstrates their use by comparing (i) the *Rules for a dictionary catalogue* of C. A. Cutter (ii) the *Catalog rules, author and title entries* by the American Library Association and the (British) Library Association and (iii) this *Classified catalogue code.*

PRACTICAL CATALOGUING

Again this book does not deal either with practical cataloguing or with routine connected with cataloguing. A future volume of this series entitled *Library catalogue: Fundamentals and procedure* will be devoted to practical cataloguing and will give 306 graded examples and exercises. Routine is fully dealt with in Chapter 5 of Publication No. 5 of this series which is entitled *Library administration.*

CHAPTER 01

PARTS OF THE CATALOGUE

A library catalogue is essentially a tool. Hence, its parts, details and shape are to be designed so as to make it an efficient tool. This means that in designing the catalogue we must take into consideration three factors, *viz.*:

(1) its chief functions;

(2) the need for casual repairs and frequent addition of details even while it continues to be in use; and

(3) the duration of its life.

FUNCTIONS

The functions to be performed by a library catalogue have been discussed in detail, in the light of the Laws of Library Science, in the second volume of this series.[1] That discussion may be summarised by the statement that a library catalogue should be so designed as

(1) to disclose to every reader his or her book;

(2) to secure for every book its reader;

(3) to save the time of the reader; and

(4) for this purpose, to save the time of the staff.

To pursue Cutter's line of approach and restate the purpose in a more specific way, the functions of a library catalogue are[2]

---

1 RANGANATHAN (S. R.). Five laws of library science. (Madras Library Association, publication series, 2). 1931. Pp. 297, 298, 307-312, 351-359.

2 CUTTER (Charles A.). Rules for a dictionary catalogue. Edn. 4. 1904. (United States, Bureau of Education, special report on public libraries, part 2), P. 12.

(1) to enable a person to find a book of which either
  (A) the author, or
  (B) the title, or
  (C) the subject is known;

(2) to show what the library has
  (D) by a given author,
  (E) on a given subject, and
  (F) in a given kind of literature; and

(3) to assist in the choice of a book
  (G) as to its edition, and
  (H) as to its character.

Museum Tradition

Historically, however, the nature of the library catalogue has been for long influenced by a powerful tradition. In this tradition, undue emphasis was placed on the library as a museum, where books are housed for preservation. Under its influence, the primary purpose of the catalogue was naturally taken to be that of serving as an inventory of the contents of the library. To make this inventory catalogue as simple as possible, it was made of the title-a-line type, listing the books in the accession order, with the books themselves arranged on the shelves in the same accession order. The task of building up a catalogue of this primitive type is not difficult and calls for no very elaborate code.

Spirit of Salesmanship

The force that has been trying to oust this museum tradition may be described as the force of ‘ Salesmanship ’. This force emanated from a new view of the library. According to this view, a library is an institu-

tion charged with the duty of converting every person in its area into its regular customer and serving the customers so well, so promptly and with such exact reference to their specific needs that they would gladly keep on as customers. A library is not a museum but a work-shop, full of life and activity. It is not the book which gets rapidly worn out by constant use that should worry a library, according to this view, but it is the book which would seldom leave the shelf that needs anxious attention and effective treatment. This view is now revolutionising everything connected with the library—book selection, shelf arrangement, architecture, furniture, library location, library hours, library finance, library staff, attitude towards readers and last but not least the library catalogue. It is also among other things trying to relegate the spirit of inventory to its legitimate far off place in the back-ground so as not to smother the nascent spirit of service—service at any cost, service at any risk—which is slowly but rightly enlivening the libraries of to-day.

First Victory

The first struggle over the library catalogue between the inventory tradition and the service spirit resulted in a compromise. The title-a-line entry was preserved but the entries were to be, not in the accession order, but in the alphabetical order of the names of authors. This replacement of the vagaries of accession by the vagaries of the alphabet was, to some extent, due to the service spirit not knowing its own mind, not having had enough experience to know what interested readers most—the author or the subject-matter.

Second Victory

But it did not take long to see the importance of subject-matter. The first result of seeing it was to get

one more concession, *viz.*, replacing the single alphabetical sequence by a number of such sequences—at the rate of one sequence to each of fifteen or twenty broad classes into which knowledge was divided. The catalogues of many of our libraries are now at one or other of these stages.

Emancipation

The real emancipation of the library catalogue from the hold of the inventory tradition dates from the invention of the shelf-register, which, as the name implies, lists the books, on the basis of a title-a-line entry, in an order which is exactly parallel to the order of the books on the shelves. The inventory spirit being thus cut off with a special register of its own, the catalogue began to develop along lines natural to itself and conducive to the fulfilment of the new service-spirit of the libraries.

Unipartite Dictionary Catalogue

The first line of development led to what is known as the dictionary catalogue. It consists of a single part, with the components differentiated to suit the different functions to be performed by the catalogue. The perfection of this form has engaged many an inventive brain from the middle of the last century. It has developed some new techniques—the fixing of subject headings for a dictionary catalogue being an example of colossal magnitude.

It has been said that the revolutionaries—the tradition-breakers—of one generation themselves become the conservatives of the next, fondly clinging to the new tradition, which they themselves founded in the place of those that they broke down. So it is in library cataloguing. The fascination of grappling with the difficulties with

which the dictionary catalogue bristles seems to have so narrowed the vision that the immediate and next stage of evolution in the catalogue is either not perceived or resisted with bigotry.

BIPARTITE CLASSIFIED CATALOGUE

The next stage in the evolution of the library catalogue consists in splitting it into two parts, on the basis of the differences of function—one part holding all the components giving information about what the library has on various subjects and the other holding all the other components. The arrangement in the former is by Call Numbers and Class Numbers and this is filiatory. The arrangement in the latter is alphabetical as in a dictionary. That this bipartite form of catalogue is a more evolved form than the unipartite dictionary catalogue will be conceded by those that believe that evolution means differentiation in structure to meet differentiation in function; those who, however, hold the view that the ultimate stages of evolution lead to unification and not to differentiation, must learn by experience the enormous difficulties of a dictionary catalogue and the comparatively easy elimination or handling of such difficulties in the classified form of catalogue, outlined in this code.

A CAUSE FOR DELAY

The delay in the emergence of the bipartite form as the dominant form has been due, not merely to the resistance of the practitioners of the unipartite Dictionary Catalogue, but also to the absence hitherto of a scheme of book-classification which (1) individualises specific subjects of any degree of intension whatever (2) arranges specific subjects at all levels in an acceptable filiatory order and (3) individualises the different books in a specific subject.

A Fallacy

A subtle fallacy also leads to the retention of the Dictionary Catalogue in preference to the Classified. The ordinary reader, it is argued, is familiar only with alphabetical arrangement and that the catalogue, being primarily for his use, should be *purely* alphabetical. The premises of this argument are correct but a fallacy lurks in the introduction of the epithet 'purely'. All that the premises warrant is that there should be an alphabetical part through which the ordinary reader can enter the catalogue. The second part of the bipartite Classified Catalogue is alphabetical just for this purpose.

A Deeper Function

If the reader's interest is for a particular book or a book by a particular author, the alphabetical part is sufficient by itself to satisfy his want. But if it is interest in a subject which takes him to the library, his wants will be better served if the catalogue can spread before him a full, connected, panorama of all the materials on his specific subject, all its subdivisions and all broader subjects of which it is itself a subdivision. Moreover, few readers are able to name their specific subjects exactly. It is a broader or a narrower subject that is usually thought of. But whatever is brought up and however wide of mark it may be, the alphabetical part tells him, as it were, "For all books on the subject you mention and on all connected subjects, look up the region of the Classified Part covered by number so and so." There he finds displayed the full field of his interest. When he enters it he finds all that he was vaguely conscious of having wanted; and indeed it is only then that he is able to know the exact thing he wanted.

The function of the number is exhausted as soon as the reader enters the region indicated by it. Thereafter the numbers do not occupy his thought or distract him. His mind in fully occupied with the helpful filiatory way in which names of his books follow one after another. He is delighted. This delight is at bottom due to the satisfaction of unexpressed wants and to the getting of something which he did not know how to ask for. This represents a deeper function to be performed by the library catalogue.

A Duty

It is the duty of the library to meet such unexpressed wants, particularly because an ordinary reader does not know how to give shape to them and state them. The Dictionary Catalogue, with its inevitable alphabetical scattering of subjects instead of collocation, can not satisfy this want. Its maze of '*See also*' directions will virtually tire out the ordinary reader by sending him from pillar to post.

It is unchivalrous to say to the reader, as it were, "You declare you can enter the catalogue only with the alphabetical key. Ergo, then you shall have it! But you will have to use the alphabet not only at the beginning but throughout and to the very end." This is too great a penalty to be imposed upon the reader. It is pushing the 'alphabet' beyond its legitimate function. Real efficiency and gracefulness consist in confining the use of each tool to the purpose for which it is best suited or designed. To display the resources of a library in a filiatory order the correct means is the classified arrangement and not the alphabetical one. As the library catalogue has to do this and as the reader can enter it only with the alphabetical key, a bipartite catalogue with a

classified and an alphabetical part is the only suitable one.

THE FUTURE

If the bipartite form of catalogue comes into general use, it will doubtless lead to more evolved and more efficient forms in the future.

For the time being, however, the bipartite classified catalogue should be popularised and this code is, therefore, confined to rules relating to its compilation.

01 The catalogue is to consist of two parts, *viz.*, the Classified Part and the Alphabetical Part.

011 The Classified Part is to serve as a Classified Subject Catalogue.

012 The Alphabetical Part is to serve as an Alphabetical Catalogue and as an Alphabetical Index to Classes of Subjects and is thus to form an Alphabetical Index to the Classified Part.

It can be seen that the Classified Part is designed to suit the functions marked by Cutter as (C), (E), (F), (G) and (H); while the Alphabetical Part corresponds to the functions (A), (B), (D) and to some extent (H) also.

It can also be seen that the Alphabetical Part is virtually the Dictionary Catalogue *minus* the Subject Entries.

CHAPTER 02

TYPES OF ENTRIES

02 There are to be four types of entries, *viz.*, Main Entry, Cross Reference Entry, Index Entry and Cross Reference Index Entry, the last three types being called Added Entries.

An entry is a record about a work in a catalogue. Every work will get at least one entry—the entry known as the Main Entry. But a work may also get more than one entry. Such additional or Added Entries, as they are called, belong to one or other of the other three types enumerated in this rule. Some of these types consist really of a number of distinct sub-types as will be seen in later chapters (cf. Chaps. 3 and 4).

While each entry is made in relation to a work, once it is written out, its assignment to the appropriate part of the catalogue and its relative position among the entries in its part are determined entirely by the type to which it belongs and by the details it is designed to emphasize; in other words, the work to which it relates may thereafter be eliminated from view.

To put it in a different way, each entry forms one of the fundamental units out of which the catalogue is made—one of the ultimate bricks which are built into the structure. Just as the bricks needed for a structure are made in several patterns, so also the entries in a catalogue are of several types.

MAIN ENTRY

There is one and only one Main Entry for each work. It enters a work under the chief Specific Subject with

which it deals. It is, as its name implies, the basic entry about a work. It gives us more information about the work than any other entry. Further, as can be seen from rule 16 and its subdivisions, it acts as a key which lets us know what Added Entries the work has received in the catalogue. The whole of chapter 1 is devoted to its construction.

Cross Reference Entry

The number of Cross Reference Entries to be given for a work is variable. It may be zero or one or two or three, etc.,—even quite a large number. The why of this variability will be appreciated, if the purpose of the Cross Reference Entry is understood. This question has been fully discussed, in the light of the Laws of Library Science in my *Five laws of library science.*[3] A Cross Reference Entry enters a work under one or other of the subjects other than its Specific Subject with which it may deal and a work is to get as many Cross Reference Entries as there are different subsidiary subjects so dealt with by it.

This type of entry is necessitated by the inevitable composite nature of most of the works. Few are of the monograph type. Very often a work, whose chief interest is in a certain subject, may devote a chapter or a few pages to some other topic. It may also happen that throughout a work, primarily devoted to a particular subject, information about some others is inevitably scattered. If a catalogue lists a work only under its primary subject and makes no attempt whatever to give analytical cross-references, it will offend against the Laws of Library Science. At the same time, practical con-

3 Cross-reference and Second Law, Pp. 297-298;
Cross-reference and Third Law, Pp. 309-312;
Cross-reference and Fourth Law, Pp. 351-359;
Economic aspect of cross-reference work, Pp. 354-355.

siderations, such as staff, finance and the policy of the library may not permit of the cross-referencing work to be done as profusely and as thoroughly as the Laws would demand.[4]

Thus, the nature of the work and the limitations of the library would make the number of Cross Reference Entries of a work vary widely as stated already. Chapter 2 is devoted to the construction of entries of this type.

INDEX ENTRIES

The number of Index Entries for a work is also variable. There is one type of work, *viz.*, governmental and similar annual and other periodic reports, which do not get any Book Index Entry. Normally every other work will get at least one such entry. It may get more but seldom more than half a dozen.

These entries enable a reader to get his book, provided he has some information about it. For, the Index Entries enter a work under the names of authors, editors, translators, etc., under the name of series and, in certain cases, under the title. Each work has also associated with it Index Entries which index names of subjects. These direct the reader to the region of the Classified Part where he can find his materials enumerated and featured in a filiatory way. Chapter 3 is devoted entirely to the construction of this type of entries.

CROSS REFERENCE INDEX ENTRY

A Cross Reference Index Entry occurs only occasionally. It is only a very small percentage of works that gives rise to this type of entries. It is devised to

---

4 RANGANATHAN (S. R.). Theory of library catalogue. 1938. (Madras Library Association, publication series, 7). Chaps. 32 and 33.

economise in the number of Index Entries. It usually directs the reader's attention from one heading to another in the Alphabetical Part of the catalogue. Chapter 4 deals with this type of entries.

021 The Main Entry and the Cross Reference Entry are to occur in the Classified Part.

These two types of entries give, in their respective leading lines, symbolic translations of the names of subjects. Such symbolic translations go by the name of Class Numbers. There is a unique Class Number for every conceivable subject. It is an ordinal number. The ordinal arrangement of Class Numbers among themselves is rendered mechanical, *i.e.*, in arranging them, one need not know the names of the subjects which they represent and their inter-relations. But once they are arranged, the order, in which the subjects have been made to fall, will be found to be that which is most helpful to readers.

The process of constructing Class Numbers does not fall within the domain of cataloguing. Classification is an independent science. The determination of the Specific Subject of a work belongs to it and not to cataloguing.

022 The Index Entry and the Cross Reference Index Entry are to occur in the Alphabetical Part.

023 The Main Entry is to reproduce a portion of the title page modified according to prescribed rules and utilising, if necessary, any relevant information given in the back of the title page or in the colophon, except for the matter for its section called 'Note'.

0231 If the title page had not been printed, or if it had been lost in the copy of the library and could not be copied from that of a sound copy elsewhere, the title page of the book is to be reconstructed for the purpose of these rules from the evidence available within the book and in outside sources.

0232 If there are two or more title pages, the one to be chosen for cataloguing purposes is to be the earliest mentioned of the following, which is available:—

(1) that which is special to the work, *i.e.*, which is distinct from a generic title page common to several works;

(2) that which is in the favoured language of the library;

(3) that which is in the language occurring earliest in a scale of languages[5] to be decided by each library according to its experience;

(4) that which is in the language of the work;

(5) that which is in the language of the author.

0233 If the title page is polyglot, the portion to be chosen for cataloguing purposes is to be that which is in the language earliest mentioned in the following, which is available:—

5 Cf. RANGANATHAN (S. R.). Colon classification. 1939. (Madras Library Association, publication series, 8). Rule 0332 and the commentary on it.

(1) the favoured language of the library;

(2) the language occurring earliest in a scale of languages[6] to be decided by each library according to its experience; and

(3) the language of the work if the work is in a single language.

024 All Added Entries (*i.e.* all other entries) are to be brief, and are to be obtained by abridging and modifying the Main Entry according to the rules.

0241 In particular an Added Entry is to give only the short title of the work which is to consist of one of the following in the order of preference, provided it gives a correct and sufficient description of the work: Half-title, Running title and Binder's title.

02411 If none of the above exists or gives a correct and sufficient description, the cataloguer is to abbreviate the title given in the Main Entry, in a suitable way.

It may be stated explicitly that the short title is to omit the names of collaborators and the specification of the edition.

---

6 Cf. RANGANATHAN (S. R.). Colon classification. 1939. (Madras Library Association, publication series, 8). Rule 0332 and the commentary on it.

CHAPTER 03

STYLE OF WRITING

The style of making the entries is, to some extent, to depend on the physical form of the catalogue. From this point of view, three physical forms may be recognised —the bound-book form; the loose-leaf form; and the card form. The choice of form has to be made in the light of the Fifth Law of Library Science. The main concern of the Fifth Law is to give full weight to the second factor mentioned in the introductory paragraph of Chapter 01, *viz.*, the need for casual repairs and frequent addition of details even while the catalogue continues to be in use. It has been discussed in detail in my *Five laws of library science.*[7]

Physical Form of the Catalogue

The days of time-honoured bound-book form are gone for ever—never to return—at least in the case of a growing vital library. The loose-leaf form and the card form are so much alike, that they admit of nearly the same style of making the entries. As the card form marks a later stage of evolution, as it is rightly more popular and as it is desirable to make the rules definite, this chapter deals only with the style of making entries for a card catalogue.

Card Catalogue

In order that the right sequence may always be easily maintained each card is to get only one entry, except where rules provide for the consolidation of several consecutive entries into a single 'consolidated entry.'

Experience has singled out cards, $5'' \times 3'' \times \cdot 01''$, as of the most convenient size. They are referred to as

7 Pp. 393-397.

'standard cards' for cataloguing purposes. If the catalogue, as a tool, is to have the longest lease of life possible, it is desirable that cards of the best texture should be used. To secure elegance, it is better to have ruled cards.

PRINTED *vs* WRITTEN

Next to the choice of the material on which the entry is to be made, we have to examine the mode of making the entry. Is the entry to be printed, type-written or written by hand? Printing will be ideal, if economically possible. As the cost of printing goes to-day, it is not economical for individual libraries. It may be possible in countries where co-operative cataloguing is practised. But as the number of such countries is, however, now small and co-operative cataloguing has got its own moot problems,[8] it is not the purpose of this book to go into that question.

As for typing, the chief obstacle in the way is the absence of the right sort of ribbon which will leave behind it an indelible impression. The handling of single cards need not be considered, however, a serious handicap, as it may be possible to produce the cards in reels of suitable length.

Thus writing by hand appears to be the only mode practicable in individual libraries.

But, no library can get on with a single copy of the catalogue. Further, the tendency now is to have groups of small libraries knit together. This organisation involves having a number of copies of the catalogue. The number is usually too small, however, to make printing economical. Hence the library world is now engaged in

8 RANGANATHAN (S. R). Theory of library catalogue. 1938. (Madras Library Association, publication series, 7). Chap. 62.

carrying on various experiments in the matter. It may be hoped that, before long, some cheap method of duplication will be invented.

But, in all cases, it is necessary that the first copy should be written out. Hence, the rules of this chapter bear upon the style of *writing* the entries in cards.

This brings us to two other issues, *viz.*, the writing fluid to be used and the hand in which the entries are to be written.

Writing Fluid

0301 As the catalogue is a permanent record and as the cost of renewing it wholesale would be prohibitive, the indelibility of the ink used should be such as to make the entry last as long as the card lasts.

0302 Class Numbers and Call Numbers should, however, be written in pencil as these are liable to revision and change.

Library Hand

As regards the hand, we are between two opposing factors. On the one side, the hand in which a person writes is singularly personal. The science of graphology is based on this fact. On the other hand, the catalogue of a growing library accretes to itself several entries from week to week, over an indefinitely large number of generations. Hence, if all the calligraphic idiosyncrasies of all the successive cataloguers be given full play, the catalogue would certainly become an unattractive hotch-potch. The library world would rather sacrifice the individuality in the handwriting of cataloguers than make the heterogeneous style of the catalogue offend or

scare away the readers. Accordingly, it has, in recent years, developed an impersonal hand and dubbed it the 'library hand'. It is claimed that even a person with a bad hand can practice it with success and, what is more can write it fairly fast.

303 All words and numbers in an Entry are to be written in a bold upright hand, their letters and digits being detached from one another.

LIBRARY HAND

A B C D E F G H I J

K L M N O P Q R S

T U V W X Y Z

a b c d e f g h i j k l m

n o p q r s t u v w x y z

1 2 3 4 5 6 7 8 9 0

RULES ON STYLE OF WRITING

Before we proceed to state the rules of this chapter, an apology is due to the reader. An actual demonstration of writing the various kinds of cards would be more effective than a chapter of rules. But, as the author of a book is denied the privilege of personal demonstration, he is driven to the circumlocutory mode of describing them by rules. Hence, I would request the reader to

bear with me in this matter and follow the rules by actually writing out sample cards.

Further, the rules of this chapter have necessarily to anticipate some of the information given in chapters 1 to 4, regarding the structure and the sections of the different types of entries. Hence, a rapid perusal of those rules is necessary before the following rules are taken up. Conversely, some familiarity with the rules of this chapter is necessary to follow the rules of chapters 1 to 4. Thus some amount of reading forwards and backwards becomes inevitable.

Lines in a Card

0304 The top-most horizontal line of a card is to be called the Leading Line.

0305 The left-most vertical line of a card is to be called the First Vertical.

0306 The vertical line which is to the right of the First Vertical of a card is to be called the Second Vertical.

Leading Section

031 The section of an entry which is written or at least commenced on the Leading Line is to be called the Leading Section.

0311 The Leading Section and all its continuation lines are to be commenced at the First Vertical.

Other Sections

032 All the other Sections except Index Numbers occurring in Index Entries (*see* rules 31 and 32) and Accession Numbers occurring in Main Entries

(*see* rule 1), are to be commenced at the Second Vertical.

0321 The continuation lines of all sections are to be commenced at the First Vertical.

INDEX NUMBER

033 The Index Number in the Second Section of an Index Entry (*see* rules 31 and 32) is to be written as far to the right in its line as possible.

SERIAL NUMBER

034 In the case of a Book Index Entry using the name of a Series in the Leading Section, the Serial Number in the Intermediate Item (*see* rule 3224) is to be commenced at the First Vertical, while the word that follows the Serial Number is to be commenced at the Second Vertical or as far further to its right as may be necessary if the Serial Number is so long as to go beyond the Second Vertical.

ACCESSION NUMBER

035 The Section of a Main Entry consisting of the Accession Number (*see* rule 1) is to be written at the right end of the bottom-most line.

0351 If two or more Accession Numbers are to be written in the same Main Entry, they are to be written in an order parallel to that of the Book Numbers with which they correspond and such

that the last Number occupies the right end of the bottom-most line.

HEADING

036 The Second Section in the Main Entry (*see* rule 1), the Leading Section in an Index Entry (*see* rules 31 and 32) and the Leading Section and the Third Section in a Cross Reference Index Entry (see rules 41, 42, 43, 44 and 45) are to be called Headings.

0361 When a Heading is to be in two or more parts, the first part is to be called the Main Heading, and the later parts, Sub-headings.

03611 The parts of a Heading are to be deemed separate sentences.

0362 The words in a Heading are to be written in Block Letters except those that are either

(1) directed to be enclosed in brackets; or,
(2) stated to be directing or descriptive or individualising or connecting; or
(3) the contractions, "*i.e.*" and "etc.";

0363 When the name of a person is used as Heading, the words in the name, other than those directed to be written first, are to be written in their natural order within circular brackets.

0364 When the name of a Corporate Body is used as Heading, Main Heading or Subheading, the words in the name, other than those directed to be written

first, are to be written within circular brackets in their natural order with a dash in the place of the word directed to be written first.

0365 All Subject Headings are to be written in block letters while Subject Sub-headings are to be written in block letters and underlined while writing and in italics while printing.

Auxiliary Words

0366 All words stated to be directing or descriptive are to be written in ordinary hand and underlined while writing and in italics while printing.

0367 All words stated to be individualising or connecting are to be written in ordinary hand.

0368 When a name has to be individualised by a numeral, Roman or Arabic, the numeral is to be added after the name.

Rest of the Entry

037 All the other words in an entry are to be written as if they occur in ordinary prose, in the light of what the rules indicate as to what should be deemed to be sections and the sentences constituting them, excepting that words stated to be directing or descriptive are to be written in ordinary hand and underlined while writing and in italics while in printing.

0371 Words constituting the name of a person or a corporate body are to be

written in their natural order, except where a different order is specifically laid down by a rule.

0372 The use of capitals is to be regulated by the rules of grammar of the language of the entry.

0373 Punctuation marks are to be given as in ordinary prose.

It cannot be said that the rules of grammar regarding the use of capitals and punctuation marks are very rigid or definite. They are, I believe, made purposely elastic so that some freedom may be given to individual tastes. But the result of giving freedom to the varying tastes of the individual cataloguers of a library will make the library catalogue unseemly. Hence, it is recommended that the freedom, given by the rules of grammar, should not be extended by a library to its individual cataloguers but that each library should draw up its own rules and enforce them rigidly. On the other hand, it is felt that it is not desirable that the freedom of the libraries also should be cut off and a uniform set of rigid rules, enforced on all libraries.

038 All numbers other than those forming part of the name of a monarch or a pope or any such personage or of the name of anything else and other than Call Numbers and Class Numbers are to be written in Arabic Numerals.

0381 A set of consecutive numbers is to be represented by the symbol consisting of:—

(1) the first number of the set;
(2) a dash; and

(3) the last number of the set.

This representation may be referred to as 'inclusive notation'.

Also, if an indefinite continuation of consecutive numbers beginning from a specific number is intended, it is to be represented by the symbol consisting of:—

(1) the specific number forming the beginning; and

(2) a dash.

This representation may be referred to as 'open notation'.

0382 The members of an increasing sequence of numbers and sets of consecutive numbers in inclusive notation, are to be separated by commas.

0391 Each library is to maintain a specification for deciding whether a volume is to be regarded as

(1) undersized; or,

(2) oversized; or,

(3) abnormal for the reason of having too many plates or maps or for any other peculiarity in its build or for any other reason.

It is found from experience that it is convenient to have the pamphlets, the giant folios and the other abnormal volumes, arranged in separate sequences of their own. On the other hand, it is not desirable to have the entries corresponding to them taken out of their natural place in the catalogue. Hence, there must be

some simple method of showing, in their entries, the sequence in which they may be found in the stack room. After many experiments, the Madras University Library hit upon the plan described in the subdivisions of this rule. It has been in use in that library for the last few years and it is giving every satisfaction possible.

One does not wish to be dogmatic in fixing the size for a 'pamphlet', 'giant folio' and so on. That is why this rule leaves the specification in the hands of individual libraries. It is expected that each library should, in the light of experience, write out a specification as a supplement to this rule.

As an illustration, the specification used by hte Madras University Library is given here.

I. A volume is deemed to be undersized, if

(1) its breadth is less than 12″; and

(2) (*a*) its thickness is not greater than ·2″;

or

(*b*) its thickness is not greater than 1″ and its height is less than 6″;

or

(*c*) its thickness is not greater than 2″ and its height is less than 5″;

or

(*d*) its thickness is not greater than 6″ and its height is less than 2″.

II. A volume is deemed to be oversized if its breadth is not less than 12″.

III. A volume is deemed to be abnormal if

(1) it contains not less than 50 plates or maps or both plates and maps taken together;

or

(2) the paper is very poor, such as unpressed paper or paper heavily loaded with clay;

or

(3) the Reference Section recommends its inclusion in the abnormal sequence because of the peculiar nature of the contents or the scarcity value of the volume.

03911 In all the entries of an undersized volume, its Book Number is to be underlined.

03912 In all the entries of an oversized volume, its Book Number is to be overlined.

03913 In all the entries of an abnormal volume, its Book Number is to be both underlined and overlined.

03914 In all the entries of a volume put in any other sequence other than the main one, the appropriate sequence symbol is to be put above the Book Number.

In a public library, the sequence symbol may indicate the branch in which the volume is housed; in a university or college library, the department in which it is housed; and in a school library, the standard to which it is assigned.[9]

0392 If an entry is too long for one card, it is to be continued in another card; the

---

9 *See also* RANGANATHAN (S. R.). Library administration. 1935. (Madras Library Association, publication series, 5). Section 81.

See also RANGANATHAN (S. R.). School and college libraries, 1942. (Madras Library Association, publication series, 11), Section 551 *et seq.*

connecting phrase '*continued in the next card*' is to be written at the end of the bottom-most line of the earlier card and the connecting word '*continued*' is to be written at the top of the later card. Further the Leading Section is to be repeated in all the additional cards. The sequence of such cards may be referred to as a set of 'continued cards'.

03921 A sequence of Main Entries of periodical publications, having the same class number in their respective Leading Sections, written in different cards because of break in the set, or change of name or any other of the causes covered by Rule 8 of Chapter 8 is also to be treated as a set of 'continued cards'.

03922 If a set of 'continued cards' consists of three or more cards, the first card is to have the connecting phrase written in the bottom-most line only; the last card is to have the connecting word written at the top only and the intermediate cards are to have the connecting words written at the top as well as at the bottom.

03923 The 'continued cards' are to be numbered serially, the serial number being written after the connecting word '*continued*' near the top of the card.

CHAPTER 04

TRANSLITERATION

04 If the title page is not in the Favoured Script of the library the words in all the entries are to be transliterated in that Script in accordance with an accepted table of transliteration.

The script of this book being Roman all the examples in it are in Roman script. It is equivalent to saying that the examples are printed as for a library whose favoured script is Roman.

041 The tables given in the Journal of the Royal Asiatic Society of Great Britain and Ireland are to be used for the scripts covered by them.

They are based on the agreement arrived at in an International Congress of Orientalists.

The first edition of this book reproduced a slightly modified form of those tables. But in actual practice, we found them unhelpful because they did not indicate the shapes of consonant-vowel combinations. Twenty more pages would be required to indicate them. It was felt that the frequency of use of the tables would not justify sparing so many pages for them. Further, the bodies of the types of the different languages are so different that they can not be composed in the same line. This necessitated the making of blocks for all the pages of tables. These would increase the cost beyond economic limits. The tables have, therefore, been omitted in this edition.

CHAPTER 05

ARTICLES AND CONTRACTIONS

Some rules prescribe omission of initial articles. The following list of articles is given to facilitate recognition:—

Arabic: ad, al, ar, as, at, ez.

Dutch: de, het, 't, een, eene.

English: a, an, the

French: le, la, les, un, une

German: das, der, die, ein, eine

Hebrew: Ha, he

Hungarian: a, az, egy

Italian: gli, gl, i, il, l', la, le, lo, un, una, uno

Portuguese: a, as, o, um, uma

Scandinavian: de, den, det, en, et, ett

Spanish: el, la, lo, los, un, una

Yiddish: der, di, dos.

The numeral adjective meaning "one" should be distinguished from an article of the same form and should not be omitted.

The following are the contractions to be used, in writing entries:—

Abkürzung ..	Abkrzg.
Abridged ..	Abr.
Abteilung(en) ..	Abt.
Annotated ..	Annot.
Annotation ..	Annot.
Annotator(s)— ..	Annot.
Auflage(-n) ..	Aufl.
Ausgabe(n) ..	Ausg.
Ausgewahlt ..	Ausgew.
Band ..	Bd.
Bearbeiter ..	Bearb.
Bearbeitet ..	Bearb.
Before Chirst ..	B.C.

Century	..	Cent.
Commentary	..	Comm.
Commentator(s)	..	Comm.
Compiled	..	Comp.
Compiler(s)	..	Comp.
Dedicated	..	Ded.
Dedicatee(s)	..	Ded.
Dedication	..	Ded.
Edited	..	Ed.
Edito	..	Ed.
Editor(s)	..	Ed(s).
Edition	..	Edn.
Edizione	..	Edn.
Epitome	..	Epit.
Epitomised	..	Epit.
Epitomiser(s)	..	Epit(s).
Erklärung(en)	..	Erkl.
Fascicule	..	Fasc.
Gekürzt	..	Gek.
Gesammelt	..	Ges.
Heft	..	H.
Herausgeber	..	Hrsg.
Herausgegeben	..	Hrsg.
Illustration	..	Ill.
Illustrator(s)	..	Ill(s).
Illustrazione	..	Ill.
Introduction	..	Introd.
Introduction writer(s)	..	Introd(s).
Introductory	..	Introd.
Introduzione	..	Introd.
Joint	..	Jt.
Nouveau	..	Nouv.
Nouvelle	..	Nouv.
Number	..	No.

Omarbeide(t)	..	Omarb.
Oversat	..	Overs.
Page(s)	..	P.
Part(s)	..	Pt(s).
Popular	..	Pop.
Preface	..	Pref.
Prologo	..	Prol.
Pseudonym	..	Pseud.
Redigirt	..	Red.
Revidierte	..	Rev.
Revised	..	Rev.
Revision	..	Rev.
Revisor(s)	..	Rev(s).
Samlede vaerker	..	Sam.
Sammlung	..	Sam.
Special	..	Sp.
Teil(e)	..	Tl.
Tome	..	T.
Tradotto	..	Tr.
Traduction	..	Tr.
Traduit	..	Tr.
Traduzione	..	Tr.
Translated	..	Tr.
Translation(s)	..	Tr(s).
Translator(s)	..	Tr(s).
Udgave(r)	..	Udg.
Udgiver(e)	..	Udg.
Übersetzt	..	Übrs.
Übersetzung	..	Übrs.
Uitgaaf	..	Uitg.
Vertaler	..	Vert.
Volume(s)	..	V.

CHAPTER 06

ARRANGEMENT OF ENTRIES

061 The entries in the Classified Part are to be arranged by the Class Numbers, in their respective Leading Sections.

The ordinal arrangement of Class Numbers would depend on the scheme of classification used. If the *Colon classification* is used, the ordinal arrangement is governed by rules 023, 024 and 0241 of Chapter 02 of that book.

0611 The entries having the same Class Numbers in their respective Leading Sections are to be arranged among themselves in accordance with the succeeding rules.

Such entries will be either Main Entries of works dealing chiefly with the specific subject represented by the Class Number in question or Cross Reference Entries of works which deal with it in a subsidiary way.

0612 The entries which have one or more Book Numbers in their respective Leading Sections are to have precedence over those that do not have them.

The result of this rule is to separate the Main Entries and Cross Reference Entries, relating to a given specific subject and to give precedence to the former group.

0613 Entries with Book Numbers in their respective Leading Sections are to be arranged among themselves by the Book Numbers.

The ordinal arrangement of Book Numbers would depend on the system of book numbers used. If the *Colon*

classification is used, the ordinal arrangement is governed by rules 0312 and 0313 of Chapter 03 of that book.

06131 The position of a Consolidated Main Entry which consolidates the main entries of different editions of the same work will be determined by the Book Number of the latest edition included in it.

06132 Entries which have the same Class Numbers as well as Book Numbers in their Leading Sections will be a sequence of " continued " entries and they are to be arranged in their natural order.

0614 Entries without Book Numbers in their respective Leading Sections are to be arranged among themselves by the Book Numbers, if any, in their respective Third Sections.

The result of this rule is that the Cross Reference Entries for a given subject will get grouped by the languages of the works cross-referred and those in each language group will get arranged chronologically by the date of publication of the works to which reference is made.

06141 Such of the entries coming under rule 0614, as have the same Book Numbers in their respective Third Sections, are to be arranged among themselves by the Class Numbers which occur in their respective Third Sections.

This is simply one convenient way of making the arrangement definite.

0615 Entries which have no Book Numbers either in their Leading Sections or in their respective Third Sections, but have the same Class Number in their respective Leading Sections will be a sequence of "continued" entries and they are to be arranged in their natural order.

062 The entries in the Alphabetical Part are to be arranged strictly by the alphabet, as in a dictionary and in conformity with the succeeding rules of this chapter.

0621 In the alphabetical arrangement no attention is to be paid to initial articles.

0622 German words spelt with the vowels ä, ö, and ü are to be arranged as if they were spelt ae, oe, and ue respectively.

06231 Scottish names with the Prefix Mac and its abbreviated forms such as Mc and M' are to be arranged as if the prefix were given in full.

06232 Names beginning with St. and Ste. are to be arranged as if they are spelt Saint.

06233 Irish names with initial O' and other names with prefixes are to be arranged as if the initial or prefix were merged in the name following.

06234 The possessive case is to be arranged with the plural.

0624 The following ascending scale of ordinal values are to be borne in mind in arranging the entries in the Alphabetical Part:

1 Section space;
2 Full stop or comma space;
3 Word space;
4 Block hand;
5 Block hand underlined or in italics;
6 Ordinary hand;
7 Ordinary hand underlined or in italics;
8 Numerals in their natural order; and
9 Bracket, circular or square, the former having precedence.

Word space being given priority over letters has been called the rule of "nothing before something."[10] Similarly the priority of section space over sentence space may be called the rule of "section before sentence" and that of sentence space over word space, the rule of "sentence before word". While the rule of "nothing before something" was a great improvement over the uncertainty that prevalied before its enunciation, it is quite insufficient to meet all the varieties of problems arising in alphabetisation in a library catalogue.

It has been usual to direct that homonymous words and phrases should be arranged among themselves according to their meaning, say, in the order:

---

10 QUINN (J. Henry) and ACOMBE (H. W.). A manual of cataloguing and indexing. 1933. (Library Association series of library manuals 5). Pp. 249-50.

1 Names of places;
2 Names of subjects;
3 Names of books;
4 Names of things; and
5 Name of persons.

But such a direction implies deliberation of a delicate nature during alphabetisation, which ought to be a purely mechanical affair.[11] In this code, absolute mechanisation of arrangement is sought to be secured by specifying the rules for the style of writing and the present rule in a fully integrated manner. This is an attempt to apply the Gestalt Theory of Alphabetisation enunciated in the *Theory of library catalogue.*

Example. The combined effect of this rule and the rules on style of writing is illustrated by the order in which the following entries get arranged. The headings alone are given in most cases. The first is a forced artificial one improvised for purposes of illustration.

1. CAMBRIDGE.
   VARIANT FORMS of the above word to be looked up:—
   CAMBRIJE.
2. CAMBRIDGE.
   Hundred years' progress.
3. CAMBRIDGE. EDUCATION COMMITTEE.
4. CAMBRIDGE. LIBRARY COMMITTEE.
5. CAMBRIDGE. *BIBLIOGRAPHY.*
6. CAMBRIDGE. *GEOGRAPHY.*
7. CAMBRIDGE. City.
8. CAMBRIDGE. City. LIBRARY COMMITTEE.

---

11 RANGANATHAN (S. R.). Theory of library catalogue. 1938. (Madras Library Association, publication series, 7). Chap. 64.

9. CAMBRIDGE. [Massachusets].
10. CAMBRIDGE. *First word.*
11. CAMBRIDGE. *Pseud.*
12. CAMBRIDGE ARCHAEOLOGICAL SOCIETY.
13. CAMBRIDGE GOWN.
    For books in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number
14. CAMBRIDGE PHILOSOPHICAL SOCIETY.
15. CAMBRIDGE and HUNTINGDON.
16. CAMBRIDGE (John).
    Aesthetics.
17. CAMBRIDGE (John).
    Autobiography.
18. CAMBRIDGE. (John).
    Metaphysics.
19. CAMBRIDGE (John). *CRITICISM.*
    For books in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number
20. CAMBRIDGE (John). *DRAMA.*
    For books in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number
21. CAMBRIDGE (John). *PHILOSOPHY.*
    For books in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number
22. CAMBRIDGE (John). *POETRY.*
23. CAMBRIDGE (John). *Ed.*
24. CAMBRIDGE (John). *Tr.*
25. CAMBRIDGE (John) and ROSS (E. B.).
26. CAMBRIDGE (John) and ROSS (E. B.). *Eds.*

27. CAMBRIDGE (John) and SMITH (John).
28. CAMBRIDGE. (*Duke of*). 1.
29. CAMBRIDGE. (*Duke of*). 2.
30. CAMBRIDGESHIRE. *First word.*
31. NEW SHAKESPEARE SOCIETY.
32. NEW SOUTH WALES.
33. NEW YORK.
34. NEW ZEALAND.
35. NEWALL (J. T.).
36. NEWARK.

AN INSOLUBLE PROBLEM?

Entry 2 is a Corporate Author Entry, where the Heading stands for the County Council of Cambridgeshire, while Entry 15 is a Joint Corporate Authors Entry. It is desirable that 15 should follow immediately after 2. The only way of manipulating the style of writing and ordinal values to effect this, results in interpolating 25 and 26 between 18 and 19. This is equally undesireable. It has not been possible to get over this dilemma. This appears to be an insoluble problem in totally mechanising alphabetisation and at the same time securing that entries follow in the most desired order. This is, therefore, a prolem for further research in the Gestalt Theory of Alphabetisation.

FREQUENCY OF GUIDE CARDS

In the Alphabetical Part, one guide card for every three inches may prove sufficient. The Classified Part must be guided more profusely. The fact that the guide cards should be separated sufficiently so as to stand out distinctly is the only limiting factor. Subject to this, every possible class should be guided. Even this limiting factor may be evaded to some extent by putting an inclusive class on the tab and featuring its subclasses in two or three columns on the body of the card to which the tab is affixed.

CHAPTER 07

DEFINITIONS

Note.—The authorities mentioned in circular brackets in certain definitions are the following:—

1. ' Anglo-American Code ' stands for
   American Library Association and (British) Library Association. Catalog rules: author and title entries. 1908
2. ' Cutter ' stands for
   Cutter (Charles Ammi). Rules for a dictionary catalog. Edn. 4, 1904. (United States. Bureau of education: special report on public libraries, pt. 2.)
3. ' N.E.D.' stands for
   Murray (James Augustus Henry). ***Ed.*** A new English dictionary 1888-1928.
4. ' Ranganathan ' stands for
   Ranganathan (S. R.). Colon classification, 1939. (Madras Library Association, publication series, 8).

Accession number. The number given to a volume in the order of its addition to a library. (Cutter). It is written at the centre of the back of the title page or as near to it as possible.

Ana.—A collection of the memorable sayings or table talk of any one. (N.E.D.).

Artificial composite book.—*See* rule 08412.

Author.—*See* Personal author, Corporate author.

Author analytical.—Same as Contributor index entry.

Binder's title.—The title lettered on the binding of a book. (Cutter).

Book.—*See* rule 084.

Book index entry.—*See* rule 32 and its sub-divisions.

Book number.—The purpose of the ' book number ' is to individualise the books having the same ultimate class. The Colon Book Number, for example, consists of an intelligible concatenation of one or more of the ten Arabic numerals, the Capital letters of the Roman alphabet, a dot and a dash. (Ranganathan). It is written below the Class Number at the back of the title page.

Call number.—The symbol which individualises a book and fixes its position in the shelves relative to the other books. It consists of two parts—the ' Class Number ' and the ' Book Number '. (Ranganathan).

Catalogue.—A list of works, *i.e.*, books and periodical publications in some library or collection, prepared on some definite plan.

Class index entry.—*See* rule 31 and its subdivisions.

Class number.—A symbolic translation of the subject of the book. The Colon Class Number, for example, consists of an intelligible concatenation of one or more of the ten Arabic numerals, the fifty-two letters of the Roman alphabet, capital and small, a dash, a colon and Δ (Ranganathan). It is written below the Accession Number on the back of the title page.

Collaborator.—One who is associated with a work in the capacity of Joint Author, Reviser, Commentator, Editor, Translator, Compiler, Epitomiser, or Director or Assistant or in any other secondary capacity.

Colophon.—The inscription...formerly placed at the end of a book or manuscript, and containing the title, the scribe's or printer's name, date and place of printing, etc.

In early times the colophon gave the information now given on the title-page. (N·E.D.).

Compiler.—One who makes a written or printed work by arrangement of materials collected from various written or printed sources. In modern usage opposed to personal author.

Composite book.—*See* rule 0841.

Compound name.—A name formed from two or more proper names often connected by a hyphen, a conjunction or a preposition. (Anglo-American Code).

Contributor index entry.—*See* rules 613—61391.

Corporate author.—A work is said to be of corporate authorship if the responsibility for its contents does not rest solely on a personal author or authors in their private capacity but rests essentially on a corporate body. The mere fact that a work is published or aided financially or approved or authorised by a corporate body is not sufficient reason to deem it to be of corporate authorship. If the title page of a work mentions the personal name of an official of a corporate body in the place in which the author's name is usually mentioned, it is to be deemed to be of Personal Authorship if its primary function is extension of the sphere of knowledge and of Corporate Authorship if it is limited by the administrative purpose, function and outlook of the Corporate Body.[12]

Corporate body.—A number of persons taken collectively usually as united and organised in a common cause or for common action, as for deliberation, government, business; a society, association, league, fraternity. (N.E.D.).

---

12 *See also* RANGANATHAN (S. R.). Theory of library catalogue. 1938. (Madras Library Association, publication series, 7). Chap. 54.

Cross reference entry.—*See* rule 2 and its subdivisions.

Cross reference index entry.—*See* rule 4 and its subdivisions.

Edition.—One of the different forms in which a literary work (or a collection of works) is published either by the author himself, or by subsequent editors. (N.E.D.).

Editor.—One who prepares the literary work of another person or number of persons for publication by selecting, revising and arranging the material; also one who prepares an edition of any literary work. (N.E.D.).

Entry.—A record about a work, *i.e.* a book or a periodical publication, in a catalogue.

Extract.—A portion of a work with a separate existence. It may be an off-print or it may have been detached from the original work.

First vertical.—*See* rule 0302.

Guide card—A projecting labelled card inserted in a card catalogue to aid in finding a desired place or leading item. The projecting part is called the 'Tab'.

Half title.—The name of the book put on the leaf preceding the title page. (Cutter).

Heading.—*See* rule 036.

Inclusive notation.—*See* rule 0381.

Index entry.—*See* rule 3 and its subdivisions.

Initial or Initials.—A letter or letters used as a substitute for the author's name. (Cutter).

Joint authors.—Persons who write a work in collaboration with one another, the portion written by each not being distinct and not usually being specified.

Joint editors.—Persons who edit a work or a series in collaboration with one another.

Leading section.—*See* rule 031.

Leading line.—*See* rule 0301.

Main entry.—*See* rule 1 and its subdivisions.

Off print.—A separately printed copy of an article, etc., which originally appeared as a part of a larger publication. (N.E.D.)

Open notation.—*See* rule 0381.

Ordinary composite book.—*See* rule 08411.

Personal author.—A composer or writer of a book, the responsibility for its contents resting solely on him in his private capacity and not essentially on a corporate body or on his official capacity.[13]

Periodical.—*See* rules 081 and 0811.

Periodical publication.—*See* rule 083.

Pseudonym.—A false or fictitious name or any other specification different from the real name either assumed by or given to an author.

Pseudo-Series.—*See* rule 1416.

Second vertical.—*See* rule 0303.

Serial.—*See* rules 082 and 0821.

Series.—Two or more books are said to belong to a series, if

(1) they are issued successively by one publisher or by one corporate body, in a common form or uniform style and having some similarity of subject or purpose;

---

13 *See also* RANGANATHAN (S. R.). Theory of library catalogue. 1938. (Madras Library Association, publication series, 7). Chap. 54.

(2) each book has a distinct and independent title of its own;

(3) All the volumes do not have a common index.

(4) the name of the series appears in all or at least one of the books in the series.

Short title.—*See* rules 0241 and 02411.

Simple book.—*See* rule 0843.

Subheading.—*See* rule 0361.

Special cross reference entry.—*See* rules 622—62211.

Subject—Analytical.—Same as Cross reference entry.

Title.—The name of a book or a periodical publication usually given on the title page.

Title page.—The page at or near the beginning of a book [or a periodical publication]*, which bears the title and usually also the name of the author, compiler, or editor, the name of the publisher and the place and date of publication. (N.E.D.). In rare cases, all the above categories of information may be found distributed over two or more pages; then these pages are to be collectively taken as Title-page.

Volume.—A written or printed work or portion of a work occupying several sheets or leaves of paper or other substance fastened together, so as to be opened at any particular place, the whole being protected by binding or covers of some kind.

Work.—A literary or musical composition. (N.E.D.).

---

* The words in brackets are inserted by the author of this book.

CHAPTER 08

TYPES OF WORK

081 A work is said to be a Periodical if

(1) it consists of many volumes, published periodically—in rare cases as wholes but usually part by part, each part being called a number or an issue or a fascicule, etc.—several such parts making up a volume fitted with a title-page, index etc. or intended to be so fitted up;

(2) all the volumes, with rare exceptions if at all, are made up of distinct, independent and co-ordinate contributions (not forming a continuous exposition and not focussed on the same specific subject) by two or more personal authors; the contributions in the different volumes also being entirely different;

(3) (*a*) the successive volumes are numbered consecutively in a single sequence or in several consecutive sequences, each sequence being called a 'series' such as 'new series', 'first series', 'second series' and so on; or,

(*b*) in some cases, a small group of related volumes come out in each period, the periodical group receiving the volume number

and the constituent volumes of the periodical group being numbered as different parts of the volume;

(4) (*a*) if (3) (*a*) holds good all the volumes have the same title; or,

(*b*) if (3) (*b*) holds good all the volumes have the same title with an additional descriptive word or phrase, if at all, for each constituent part of the periodical group, the corresponding parts of the different periodical groups having the same or similar descriptive words or phrases; and

(5) the intention had been to continue the publication of the volumes for ever.

0811 The name 'Periodical' may be applied to the whole set of volumes as well as to any individual volume of the set. The title common to the volumes is the title of the set also.

082 A work is said to be a Serial if

(1) a volume or a small group of volumes of it is published annually or at other definite intervals;

(2) all the volumes or all the periodical groups of volumes give more or less similar information mainly relating

to its period of publication, or to the period which forms their subject in the case of archival publications;

(3) the successive volumes or periodical groups of volumes are usually distinguished by the year or the period in which they are published, or the year or period which forms their subject in the case of archival publications;

(4) all the volumes have the same title with an additional descriptive word or phrase indicating the period to which the volume relates; and, in the case of a periodical group of volumes, the individual volumes may have further additional descriptive words or phrases in the title; and

(5) the intension had been to continue the publication of the volumes for ever.

0821 The name Serial may be applied to the whole set of volumes as well as to any individual volume of the set. The title common to the volumes is the title of the set also.

083 A work is said to be a Periodical Publication if it is either a Periodical or a Serial.

0831 Any volume of a Periodical Publication is also said to be a Periodical Publication.

084 A work is said to be an Ordinary Publication or a Book if it is not a Periodical Publication.

0841 A Book is said to be a Composite Book if it is made up of portions or parts which are distinct, independent, and co-ordinate contributions by two or more authors the portion written by each being indicated.

08411 A Composite Book is said to be an Ordinary Composite Book if its constituent contributions have a common title.

08412 A Composite Book is said to be an Artificial Composite Book if it is not an Ordinary Composite Book.

0842 A Book is said to be a Simple Book if it is not a Composite Book.

0843 A Book is said to be Single-volumed if it consists of a single volume.

0844 A Book is said to be Multi-volumed if it consists of two or more volumes which have a common generic title page or title or a common index or any combination of these and which does not, for this or for any other reason, admit of being separated and dealt with *i.e.* classified, catalogued and shelved independently of one another.

CHAPTER I

SINGLE VOLUMED SIMPLE BOOK

MAIN ENTRY

1 The Main Entry is to consist of the following sections in the order given:—

(1) Call Number (Leading Section);

(2) Heading;

(3) Title portion;

(4) Note, if any; and

(5) Accession Number.

As it has been stated already in Chapter 02, the Main Entry is the fullest entry for a book. It is also the basic entry which contains the data for all other entries. In fact, this Code goes even further and provides for an explicit statement in the Main Entry itself of all the entries that are made for a book. (*See* rule 16 and its subdivisions.)

It is by no means easy to decide what details should be given in the Main Entry. We have at one extreme the practice of making the Main Entry the fullest possible bibliographical description of the book. Here is a specimen of such a full description of the 1922 edition of the *Forsyte saga* of John Galsworthy:—

GALSWORTHY (John).

The Forsyte saga.

THE FORSYTE SAGA | BY | JOHN GALSWORTHY | 19 [*Publisher's device*] 22 | [*Line*] | LONDON: WILLIAM HEINEMANN, [1922].

Pp. xvi + 1104, Cr. 8vo, consisting of:—

A blank leaf, pp. [i, ii]; half-title, with a list of Works 'By the same Author' on verso, pp. [iii, iv]; title-page (verso blank)), pp. [v, vi]; dedication to the Author's wife (verso blank), pp. [vii, viii]; [Genealogical Table of the Forsyte family]; Preface, pp. ix-xii; contents, pp. xiii-xvi; divisional half title, with dedication of *The Man of Property* on verso, pp. [1, 2]; and text, pp. [3]-1104 (Printers' imprint on p. 1104).

Issued in green grained cloth; lettering on spine, and, with monogram on front cover, all gilt, a line blind just inside edges of front cover. Publisher's device blind in lower right corner of back cover. Top edges green, fore and lower rough-trimmed.

CONTENTS:

The Man of Property.
Indian Summer of a Forsyte.
In Chancery.
Awakening.
To Let.

Such an elaborate description may be of use in the case of the oldest printed books known as *incunabula.* But in modern books and for library purposes, it is unnecessary. Cutter's remarks[14] on the influence of bibliography on library cataloguing are worth quoting, "Bibliographers have established a cult of the title page; its slightest peculiarities are noted; it is followed religiously, with dots for omissions, brackets for insertions, and uprights to mark the ends of lines; it is even imitated by the facsimile type or photographic copying. These things may concern the cataloguer of the Lenox Library or the Prince collection. The ordinary librarian, in general, has nothing to do with them ".

14 Rules for a dictionary catalogue. P. 24.

We have at the other extreme the practice of making the Main Entry sufficiently meagre to be completed in a single line.

There are all imaginable intermediate positions taken up by the cataloguers in different libraries.[15] In this Code this Rule lays down the sections that the Main Entry should have. The succeeding rules of this chapter elaborate the way in which each section is to be constructed.

It will be noticed that two sections which are still lingering in cataloguing codes are omitted, *viz.*, collation and imprint. The persistence of these two sections is really due to the tradition of the printed catalogue. But in a modern library, which is rightly compared to a workshop rather than a museum and which replaces the printed catalogue by the manuscript or type-written card catalogue, it is felt that the information contained in these two sections is seldom sought by the majority of readers and therefore is to be regarded as unnecessarily over-crowding the card. For the few that do want them, the published trade bibliographies or the Accession Register may be made to furnish the requisite information.

Further, with regard to the date of publication, it is contained in the Call Number, if the Colon Classification is used. If any other scheme of classification which does not give the date of publication in the Call Number of the book is used, the date of publication may be added at the end of the title portion of the entry, as an additional sentence.

---

15 *See also* RANGANATHAN (S. R.). Theory of library catalogue. 1938. (Madras Library Association, publication series, 7). Chap. 01-02.

With regard to collation, the exact size is not usually of prime importance to most of the readers. On the other hand, every reader would like to have some rough indication whether the book is of normal size or not—in particular, whether it is a pamphlet or a giant folio or whether it contains too many plates. A reference to Rule 0391 of Chapter 03 and its sub-divisions will show the simple devices invented in the Madras University Library for conveying such information.

The insertion of the Call Number as the first section of the Main Entry needs no explanation in a classified catalogue. The provision for entering the Accession Number in the last section of the Main Entry is, no doubt, unusual. It is not intended for the reader's eye. In fact, Rule 035 of Chapter 03 lays down that it is to be written at the right end of the bottom-most line of the card to reduce the chances of its catching the eye of the reader to a minimum. The reason for inserting it at all is purely administrative. It is to act as a link between the Accession Register and the Catalogue.[16]

An additional section entitled 'Annotation' is sometimes added, explaining in a few words the importance or special features of the book, the status of the author and so on, without introducing any critical opinion of the cataloguer.[17]

11 Call Number

11 The Call Number is to be taken from the back of the title-page. It would have been assigned by the classifier in

16 Ranganathan (S. R.). Five laws of library science. 1931. (Madras Library Association, publication series, 2). P. 369.

17 Ranganathan (S. R.). Theory of library catalogue. 1938. (Madras Library Association, publication series, 7). Chap. 63.

accordance with the rules of classification.

111 Three spaces are to be left between the Class Number and the Book Number.

See rule 0311 for style of writing and remember that the Call Number is to be written in pencil.

12 Choice of Heading

12 The Heading is to consist of one of the following according to the nature of the book:

1. The name of a Personal Author;
2. The names of two Joint Personal Authors;
3. The name of a Corporate Author;
4. The names of two Joint Corporate Authors;
5. A pseudonym or two pseudonyms;
6. The name of a person other than author, *i.e.* of a collaborator other than Joint Author;
7. The names of two persons other than authors, *i.e.* of two collaborators, other than Joint Authors; and
8. The first Word of the Title, not an article or an honorific word.

121 Personal Author

Choice

121 Subject to rules 1263 and 128, if the title page contains the name of one and only one Personal Author, that name is to be used as the Heading.

See chapter 07 for the definition of the term " Personal Author ".

CHRISTIAN AND JEWISH NAMES

Rendering

1211 In the case of Christian and Jewish names of modern times, the surname is to be written first and the forename or forenames are to be added thereafter.

See rules 032, 0321, 0362, 0363, 037 and 0373 for the style of writing.

e.g. EINSTEIN (Alfred).
SHAKESPEARE (William).
SHAW (George Bernard).

12111 Compound surnames and forenames are to be written in their entirety.

See chapter 07 for the definition of Compound Names.

e.g. LEON Y ROMAN (Ricardo).
LEVI DELLA VIDA (Giorgio).
MARCUET DE VASSELOT (J.J.).
MARTIN DU GARD (Roger).
MERHART VON BERNEGG (Garo).
MARTINS (Francisco Jose da Rocha).
MFRA (Thomas de Mello Breyner).
QUILLER-COUCH (Arthur Thomas).

12112 If a surname has a prefix[18] which is compounded with it, the prefix is, naturally, to be written as part of the surname.

e. g. VANDERKINDERE. VONHAUSEN. ZURLAUBEN. DECHAMBRE.

18 The rules regarding surnames with prefixes reproduce the substance of the corresponding rules of the Anglo-American Code.

121121 If the surname has a prefix which is written as a separate word, the following convention is to be adopted:—

(1) If the name is English, the prefix is to be written with the surname.

e.g. D' ISRAELI. DE LA RUE. DE QUINCEY. LE GALIENNE. MACDONALD. VAN BUREN.

(2) If the name is French and the prefix consists of, or contains an article, the prefix is to be written with the surname.

e.g. DU MONCEL. LA ROCHEFOUCAULD. LE SAGE.

(3) If the name is French and the prefix does not consist of or contain an article, the prefix is to be written with the forename.

e.g. ROSNY (-de).

(4) If the name is Italian or Spanish and the prefix consists of an article and an article only, the prefix is to be written with the surname.

e.g. LA LUMIA. LO GATTO.

(5) If the name is Italian or Spanish and the prefix is other than a single article, the prefix is to be written with the forename.

e.g. FARINA (-de). RIO (-del). TORRE (-della).

(6) If the name is of any other nationality, the prefix is to be written with the forename.

e.g. HOFFMAN (-von). LIMA (-de). PONTE E HORTO (-da).

BRINK (-ten). HAAR (-ter). HAEGHEN (-van der).

12115 If the title page contains only the initials of the forename or the forenames, but the surname is given in full and not as an initial, their full forms are to be found out and used. In case they cannot be found out, the initials alone may be used in their place.

Books of reference such as *who's who,* Biographical dictionaries, Encyclopaedias, Service lists, Historical books and printed catalogues of National Libraries, which might have investigated the matter, are to be consulted to find out the expansion of initials. Enquiries may also be made of the authors or their relatives if they are living.

HINDU NAMES

1212 In the case of modern Hindu names, the last substantive word in the name is to be written first and all the earlier words and initials are to be added thereafter; except that, in the case of South Indian names if the last substantive word merely indicates caste or community and the penultimate word is given in full on the title page, the two last substantive words are both to be written first in their natural order; and that certain Bengali names like Das Gupta require the writing of the two last substantive words first.

The substantive words in a modern Hindu name may represent one or more of the following:—

(1) the personal name of the person;

(2) the personal name of the father of the person;

(3) the name of a place, usually of birth or of ancestral residence; and

(4) the patronymic name denoting the caste or the the profession, or any religious, academic, military or other distinction or place of residence or birth, of an ancestor.

These words do not occur in the same order in all cases.

About the middle of the nineteenth century a tendency appeared among the Hindus of North India and West India to assimilate their names to the English forms of Christian name and surname, by adopting the patronymic name as the surname and making the other words in the name answer to Christian names.

In Western India, the patronymic name is usually preceded by two names. The first name is the personal name and the second name is the personal name of the father—*e.g.* in Mohandas Karamchand Gandhi, Mohandas is the personal name of *Mahatma* Gandhi, Karamchand is his father's personal name and Gandhi is his patronymic name. Till about the middle of the nineteenth century, it was not the practice to give prominence to the third name. The second name also was not much used, except for purposes of distinguishing two or more persons having the same personal name. But now the fashion is to give prominence to the third name and to relegate the first two names to the status of initials.

In Bengal, the caste-name is usually preceded by a personal name originally treated as a single word. This single word is now, in most cases, split up into two words to be used as if they are two distinct Christian names, *e.g.* Ramamohan Roy has come to be written as Ram Mohan Roy; Rameshacandra Dutt, as Romesh Cunder Dutt; Cittaranjan Das, as C. R. Das. It has also to be

stated that certain caste names occur as double words, *e.g.* Rai Mahasai, Roy Choudhuri.

While the assimilation to the English form is more or less definite and complete in Northern and Western India, South India has been standing aloof from this tendency. Except in a few, very recent, cases, the word denoting caste or having some patronymic significance is subordinated to the personal name, though it is either written after it in full as a separate word or compounded with the personal name so as to form a single word, but is never contracted to initials. Some also omit it altogether. In the case in which it is omitted or assimilated with the personal name, the last word in the name is the personal name; otherwise, the penultimate word is the personal name. The word representing the personal name is usually preceded by one or two words. What the words represent would depend upon the part of South India to which the person belongs.

In the Telugu and Malayalam Country, there is usually only one such word prefixed to the personal name, the prefixed word being known as the "House-name."

In the Tamil Country, the father's personal name is generally, but not always, prefixed. In some cases, the name of a place, usually the place of birth or of ancestral residence, is further prefixed to the father's personal name. But both the father's name and the place name are subordinated to the personal name and may be contracted into initials.

In the Kanarese country, the father's personal name is not generally prefixed. But the name of a place, usually the place of ancestral residence, is prefixed to the personal name but is subordinated to it.

As has been referred to already, there is recently a tendency in a few English educated South Indian Hindus

to break off from this tradition, in several ways. The names that have been subjected to this tendency are a source of great puzzle to cataloguers. The extent to which some English educated South Indian Hindus exercise their freedom to deal with their names as they please is amazing. A few typical tendencies are mentioned here. In the first place, some make the patronymic or caste word the essential word in the name and subordinate all the other words, including the one representing the personal name, and replace them by initials. A few magnify the place name or house name and make it the last word in their name, subordinating all the other words and replacing them by initials. The practice of giving primary importance to the father's personal name and converting all the other words in the name into initials is also not altogether absent.

There are again a few who break their personal name into two parts and subordinate the first part by replacing it by its initial letter. The name of the famous physicist, Sir C. V. Raman, is an example. " C " stands for the initial letter of his father's personal name, *viz.* " Chandrasekhara " His normal personal name is " Venkataraman ", usually treated as a single word in the Tamil country. But he has split it into two distinct words ' Venkata ' and ' Raman ' and contracted the former into an initial. His not adding the final caste or patronymic word, which would be ' Ayyar ' in his case, is not, however, unusual.

In the case of Sir C. V. Raman, he has at least broken the word ' Venkataraman ' at a point where it admits of breaking, *i.e.*, each part is, by itself, capable of standing alone with a significance of its own. But there are a few who put the axe at random at any point of their personal name and split it into two or three unmeaning groups of letters.

But the cataloguer has no business to question the right of authors to mutilate their own names as they please. Any attempt to reconstruct the names of the authors so as to bring them into conformity with tradition or philology or even semantics will be wronging the authors and will amount, in the long run, to courting chaos. Hence whatever the title page gives as the name of the author must be faithfully followed, in accordance with the rule.

There is again the difficulty due to transliteration. If the book is in a European language or has a title page in a European language, the form of the author's name as it occurs there may differ from the standard transliterated form. For example, some of my friends, who are my namesakes, write their name as Runganadan, Renganatan, Rungunatham and so on. Here again, one must hold to the title page tenaciously and make up for the defect in transliteration only by a cross-reference from the correctly transliterated form of the name to the form actually used. This super-faithfulness to the title page is one of the fundamental principles on which this code of cataloguing is based. It is a principle which bases its claim to be the most fundamental on the ground of its being absolutely definite. Most of the later rules, which deal with alternative names, change of names, fictitious names, etc., are founded on this fundamental principle. In my opinion, the neglect of this principle or its subordination to principles which are less definite in application is responsible for much of the chaos that is revealed by a systematic scrutiny of many library catalogues.

Here are some examples of modern Hindu names:—

TAGORE (Râbindranath)	..	*Bengal.*
RAY (Profulla Chandra)	..	*Bengal.*
MALAVIYA (Madan Mohan)	..	*United Provinces.*
GÂNDHI (Mohandas Karamchand)	..	*Gujerat.*
GOKHALE (Gopal Krishna)	..	*Mahratta.*

RADHAKRISHNAN (Sarvepalle) .. *Telugu.*
SANKARAN NAIR (Chettur) .. *Malayalam.*

but

CHETTUR (G. K.) .. *Malayalam.*

as this gentleman is systematically giving importance to his 'House name' in preference to his personal name or caste name and represents all but his 'House name' by initials. He has dropped his caste name altogether and has split his personal name, *viz.*, 'Gopalakrishnan' into two words 'Gopal' and 'Krishna' and represented them by their initial letters in the Bengal fashion.

KRISHNASWAMI AYYANGAR (S.) .. *Tamil.*
SRINIVASA SASTRI (V. S.). .. *Tamil.*
SIVASWAMY AIYAR (P. S.) .. *Tamil.*

but

AIYAR (A. S. P.) .. *Tamil.*

as this gentleman systematically represents his personal name, *viz.*, 'Panchapakesan' by its initial letter 'P' and makes the caste name 'Aiyar' the only explicit word in his name.

RAMAN (C. V.) .. *Tamil.*

The peculiarities in this name have been already dealt with.

RAJAGOPALA ACHARI (P.) .. *Tamil.*

but

CHARI (P. V.) .. *Tamil.*

as this gentleman systematically represents his personal name, *viz.*, 'Varada' by its initial letter 'V' and makes the mutilated caste name 'Chari' the only explicit word in his name.

MANGESA RAO (Savur) .. *Kanarese.*

but

SAVUR (R. M.) .. *Kanarese.*

as this gentleman systematically represents his personal name, *viz.*, 'Rama' by its initial letter 'R' and makes

the place name ‘ Savur ’ the only explicit word in his name. The initial ‘ M ’ is the initial letter of the name of his father, *viz.*, Mangesa Rao.

It has been seen how the value and significance of the different words in a Hindu name varies in the different parts of India. It may not be easy for one, not acquainted intimately with Hindu culture, to evaluate them correctly. To secure uniformity of practice in cataloguing, a dictionary of names—personal names, caste names, house names, and all other kinds of patronymic names—is a great desideratum. It does not seem to have been yet attempted seriously. Perhaps, instead of one dictionary for the whole of India, it would be more convenient to have different dictionaries for the different linguistic areas, as the practices in different linguistic areas are different. Preparation of such a dictionary will be one of the most valuable pieces of work to be undertaken by the different provincial library associations. Perhaps the Indian Library Association, that has been formed, may take the initiative in the matter and induce the different provincial associations to proceed with the work along some standard lines. In this work the library associations may have to seek the help of other learned bodies interested in philological, historical and anthropological studies. Perhaps, it may take long before the library associations of India attain sufficient maturity to take up that work. But there is one other agency which may interest itself in this. During the last ten years or so, increasing numbers of young men engage themselves in research work and prepare Doctorate Theses in the different Indian Universities. It would be quite fitting if those who guide such research work, start some young men on this problem. The work will require not only a systematic investigation of the records, printed books and manuscripts of the past but also a large amount

of field work and personal enquiry. Universities will be making no inconsiderable contribution to scholarship and to efficient and uniform style of cataloguing if they direct their attention to this difficult piece of work.

For convenience of reference a list of the more common South Indian words indicating caste or community is given below. But as the words actually occur on the English title pages of books, they may not be in the correctly transliterated form. In such cases, their phonetic equivalents can be easily seen.

Ācār	Belcampāṭa
Ācāriār	Bhaṇḍāri
Ācārlu	Bhatji
Aḍiga	Bhaṭṭa
Aitāla	Biccorma
Aitane	Brāhmini
Aiyā	Ceṭṭiār
Aiyaṅgār	Coutara
Aiyar	Dās
Ālva	Devi
Ambalavāsi	Dīkṣita
Āṇṇa	Dōliya
Appa	Dorai
Apparkā	Dūliya
Arai	Embrāntiri
Āśāri	Gaḍīyāra
Atiyōti	Ganiga
Avadhāni	Gauḍa
Baidya	Gurikāra
Bāliga	Hālambi
Balkurāya	Haṇḍe
Ballāḷa	Hatwāra
Baṇḍiga	Hebbār(a)
Baṅgara	Heggaḍe
Baṇṭā	Henja

Herala
Holeya
Holla
Indra
Jaṭāvallabhar
Joisi
Kaḍamannāya
Kaḍamba
Kakkillāya
Kalkatta
Kalkura
Kallūra
Kampti
Kārānta
Kedilāya
Kekunnāya
Kini
Koḍiya
Kuḍuva
Kurup (pu)
Madhyasta
Madivāla
Malla
Mallaiya
Marakāla
Mārayār
Maiya
Melānta
Menon
Moili
Mudaliār
Mulu
Nāḍān
Nāick
Nambiār
Nambidi
Nambūdiri
Nambūri
Nārada
Nāri
Nāriga
Nāṭṭān
Nāyakkan
Nāyakudu
Nāyanār
Nāyar
Nāyari
Nāyuḍu
Odeya
Okunnāya
Paḍayācci
Pāi
Pakkala
Pālā
Paṇḍāram
Paṇḍit
Pāṇḍiyan
Paṇikkar
Pantulu
Pāṭrāchāri
Pattābhi
Paṭṭanāyakkan
Paṭṭar
Pergade
Pillai
Prabhu
Pūjāri
Punicattāya
Punja
Purāṇikulu

Rājulu
Rāo
Rāyadu
Rāyalu
Rāyaru
Rāzu
Rāzulu
Reḍḍi
Sā
Ṣadanga
Sānabhōga
Śāstri
Sāvanta
Śenāi
Ṣeregāra
Śeṭṭi
Śeṭṭiyār
Siddhānta
Tirunampu
Tolāra
Turai
Uḍayār
Udpa
Upādhyāya
Urāla
Vaittiyan
Veḷḷāḷan
Vokunnāya
Wārriar
Wodayār
Yadeyāla
Yajamāna
Yāji
Yembrāntiri

MUSLIM NAMES.

I have not gained enough experience with Muslim names to enunciate a definite rule for dealing with them. In recent years some Muslims, who have come under European influence, simplify their names and, in books written by them in non-Muslim languages, they even indicate what word should be written first, by showing on the title page, on the cover, under the preface or in some other place what words in the name are to be contracted.

e.g. Amer Ali (Syed).
Hydari (Akbar).
Yusuf Ali (A.).

But in the case of the other Muslims, such a clue is not readily available. Further the length of the name and the multiplicity of the parts in it are often unwieldy. In such cases the advice of experts in Muslim culture must be sought. But even to benefit by such advice in an easy

way, a cataloguer should have some idea of the Muslim mode of naming a person. The following short account is taken from Hastings' *Encyclopaedia of religion and ethics* and the *Encyclopaedia of Islam.*

A Muslim name may consist of one or more groups of words representing respectively:

(1) Conventional or professional title or *laqab;*

(2) The personal name or *ism;*

(3) The name of the father of the author preceded by the word " Ibn " or " Bin " or " B ";

(4) A succession of the names of grandfather, great-grandfather, etc., each name being preceded by " Ibn " or its variants;

(5) The paternal or metonymical name or *kunyah,* usually beginning with the word " Abu ";

(6) The conferred title or *laqab;* or the nickname or *urf;*

(7) The relative name or *nisbah* usually ending in *i* or *y;*

(8) The literary name or *takhallus,* usually of one or two syllables only; and

(9) The " familiar name " or the name by which the person is generally referred to by the public and in books, such a name being usually preceded by the words " almaruf ba ", or " asaheer ", if it is given on the title page.

These groups of words generally, but not in all cases, come in the order indicated above; but it is not to be understood that all the groups will necessarily occur in all names.

The conventional title occurring at the beginning may be invariably omitted from the heading in a library catalogue. But care must be taken to see that they do not

constitute personal names, *e.g.,* Hakim, Qazi, Moulvi, Aga, Habib, Khaga, Mir, Sirdar, Syid.

The personal name or *ism* will usually consist of one or two words and in rare cases more than two words. A rough test to spot out the personal name is this. If the word ' Ibn ' or its equivalent occurs in the name, it may be taken that the word immediately before the first ' Ibn ' is the personal name and the word after the first ' Ibn ' is the father's name. In such a case, the group of words consisting of the personal name, the word ' Ibn ' or its equivalent and the father's name are to be written first and all the other necessary words in the name are to be written thereafter. Further if more than one ' Ibn ' or its equivalent occurs, the second and the later ' Ibns ' or their equivalents and the words associated with them are to be ignored. If there is no ' Ibn ' in the name, the first word (or two), omitting the conventional *laqab,* if any, is (are) likely to constitute the personal name and is (are) to be written first.

The *Kunyah* is an indirect name. Normally it consists of the word ' Abu ' meaning ' father of ' followed by the name of the eldest son or daughter; but there are many exceptions. Certain *Kunyahs* go regularly with certain names owing to the first owner of the name having had that *Kunyah.* Again *Kunyahs* are given to infants and to persons without children. Hence, we cannot infer from the *Kunyah* the existence of a child bearing the name which follows the word ' Abu '. In some cases, the *Kunyah* does not at all express paternity. It may express some other characteristic. While the normal position of the *Kunyah* is after the name of the father and the names of other ancestors, if they occur, occasionally it is also placed at the beginning before the personal name. In such cases it will not be difficult to identify the *Kunyah* part of the name.

In the heading in a catalogue, the *Kunyah*, if it occurs as part of the name, is to be written in the part of the name occurring in circular brackets.

In certain cases, the *Kunyah* may be the only name known, the '*Ism*' or the personal name having never been conferred or having been forgotten. In such a case, the *Kunyah* is to be written first in the Heading and all other words are to be written thereafter in circular brackets.

The *Laqab* may be defined negatively as a name other than that, which the holder received at birth, yet not substituted for it.

The conferred title or *Laqab* is to be dealt with in accordance with rule 1215.

The nickname or *Urf* is to be used, if at all, in connection with rule 1219 or dealt with in accordance with rule 1218.

The *Nisbah* is an adjective which locates the person to whom it is given, as a member of a tribe, as a resident of some place, as one following some trade or in any other way. It can be identified by the fact that it usually ends in '*i*' or '*y*'. It is not unusual to find two or more *Nisbahs* as part of the same name. The *Nisbah* is to come after the group of words enclosed in circular brackets and it is to be underlined according to the practice of the British Museum Library. It is to be regarded as a separate sentence.

The *Takhallus* is the literary name which most of the men of letters assume. It corresponds to pseudonym. An author usually puts this pseudonym at the end of his real name. But others refer to him only by his pseudonym. The *Takhallus* can be easily identified by the fact that it comes at the end of the real name and by remembering that it is usually of one or two syllables only. It has to

be dealt with in accordance with rule 1218, if it occurs along with the real name, or in accordance with rule 125 and its subdivisions if it alone occurs on the title page.

The ' Familiar name ', or the name by which the person is generally referred to by the public and in books, is a source of some difficulty. In the books written by the author himself and in such of their editions as he himself is responsible for, his ' Familiar name ' will not ordinarily be found on the title page. But in later editions brought out by others, it may happen that the title page contains the ' Familiar name ' alone. I suggest the following method of dealing with such names. If the real name occurs on the title page, that is to be used as the Heading and the ' Familiar name ' is to be treated as a pseudonym. If the real name does not occur on the title page, but the ' Familiar name ' alone occurs, it is to be dealt with on the analogy of rule 125 and its subdivisions.

The definite article ' *Al* ' and its variants may occur before one or more words in a name. Wherever it occurs, it is to be written, but ignored in alphabetisation. If it occurs in the *Nisbah* it is to be underlined.

It is no easy matter for cataloguers without a special knowledge of Muslim culture to deal with names of such complexity. Linderfelt's *Eclectic card catalogue rules* is said to contain definite instructions on the subject. But I have not had access to a copy of that book. Generally the volumes of the British Museum catalogue dealing with books in Muslim languages and the entries in the *Encyclopaedia of Islam* will be of great help in deciding the significance and the order of the words in Muslim names. It must be stated that there is still room for systematisation. I have made out a case in the commentary to rule 1212 for the need for research in Hindu names. I think there is even a greater scope for research in Muslim names. In addition to the intrinsic complexity of such names, there

seem to be also some special features characterising Muslim names of different nationalities such as Spanish, Moorish, Turkish, Egyptian, Arabic, Persian, Afghan and Indian. The whole problem is bristling with difficulties and uncertainties. The present practice in libraries can at best be described as ' drifting '. The Osmania University and the Aligarh University will be doing a great service, if they would set some young men on the investigation and systematisation of this problem and publish an authoritative dictionary of Muslim names.

In the light of the above discussion, the following tentative rules may be framed for dealing with Muslim names, which do not show signs of modern European influence. It must be remembered that the name is to be used for this purpose as it is written on the title page.

12131 Conventional titles at the commencement of the name are to be ignored, unless they are, by tradition, undissociable. If they are retained they must form part of the words in the name which are put into brackets.

12132 If the personal name or *ism* occurs on the title page, it is to be written first.

12133 If the personal name is followed by ' ibn ' or its variant, that word and the personal name immediately following it are also to be written first, but after the personal name mentioned in Rule 12132.

121331 If a *Kunyah* and a personal name are governed by the ' ibn ', the *Kunyah* is to be ignored.

12134 If there be a second and later 'ibn' or its variants, all such 'ibns' or their variants and the names governed by them are to be ignored.

12135 In the absence of the personal name, if a *Kunyah* occurs on the title page, that is to be written first.

12136 Titles or *Laqabs* are to be dealt with in accordance with Rule 1215.

121361 Nick names or *Urfs* are to be ignored, unless they are to be used in connection with Rule 1219 or dealt with according to Rule 1218.

12137 The *Nisbahs,* which occur on the title page are to be added immediately after the circular brackets, containing the words in the name not written first; they are all to be underlined.

12138 *Takhallus* and "familiar names" are to be dealt with in accordance with Rule 125 and its subdivisions.

12139 Such of the following as occur on the title page are to be written, enclosed in circular brackets, in their natural order after the words in the name written first:—

1. the title occurring at the beginning which are retained and not ignored in the catalogue; and
2. the *kunyah,* if it is not written first.

121391 If the natural order of the words constituting the name, the position of the

words directed to be written first occurs neither before nor after *all* the words directed to be enclosed in circular brackets, but occurs in between them, their place is to be represented by a dash in the circular brackets mentioned in Rule 12139.

121392 The article *al* is to be written out, but ignored in alphabetisation.

Examples

1. In one of the editions of Al-Hariri's ***Assemblies,*** the title page gives the name of the author as follows:—

"Sheik al-Alim Abu Muhammad al-Kasim ibn Ali ibn Muhammad ibn Osman al Hariri al Basri",

In this case the author is familiarly known as "al-Hariri". Hence anticipating rule 125 and its sub-divisions, the Heading for the book is to be written as follows:—

al-KASIM IBN ALI (Abu Muhammad) *al-Hariri, al-Basri* (*i.e.* al Hariri. *Pseud.*)

It may be noted that the initial title "Sheik al-Alim" which means "learned sage" is ignored, the second and the third "ibns" and the personal names which are governed by them are also ignored.

2. The name Sheik Farid al-Din Abu Hamid Muhammad ibn Abu Baker Ibrahim Nesaburi which is usually referred to by the familiar name "Attar" or "Farid al-Din Attar" has to be written in the Heading as follows; assuming that the latter familiar name occurs on the title page.

MUHAMMAD IBN IBRAHIM (Farid al-Din Abu Hamid) *Nesaburi* (*i.e.* Farid al-Din Attar. *Pseud.*) [*i.e.* Attar. *Pseud.*].

Among the titles occurring at the beginning, " Sheik " is ignored but " Farid al-Din " is retained on account of tradition not permitting its omission. Further the father's *Kunyah* coming after the *Ibn* is ignored as per rule 121331.

3. Here is another name which occurs on the title page in the form " Sheik al-Imam al-Alim ar-Rasik Al-Kamil Hakim al-Aulia al-Warisin al-Baresik Muhi al-Haq Wadin Abu Abdulla Muhammad Ibn Ali almeruk Ibn Arabi al Hatimi al Tai ". It is said that he is also commonly known as " Shaikul Akbar ".

It is to be put in the Heading as

MUHAMMAD IBN ALI (Abu Abdulla) *al-Hatimi, al-Tai.* (*i.e.* Ibn Arabi. *Pseud.*), [*i.e.* Shaikul Akbar. *Pseud.*].

The words in the name up to " Abu Abdulla " are all honorific words added by the publisher of the book. Hence, they are ignored. The familiar name " Ibn Arabi " is given on the title page itself, preceded by the word *al meruk* meaning " Known as ". Hence, it is enclosed in circular brackets, whereas the other familiar name, which is not given on the title page, is enclosed in square brackets. In this example also, rule 125 and its subdivisions are anticipated.

OTHER RELIGIONS AND NATIONALITIES

The rule 1214 and its subdivisions are intended to deal with names of other religions and nationalities.

As I have not had sufficient experience to deal with them, no definite rules have been enunciated. The aid of specialists is to be taken in the case of such names.

Of late we have received some Japanese books, some written in English and some in Japanese. In dealing with them, I had occasion to arrive at the following provisional information regarding Japanese names. Origin-

ally only a limited number of the people of high rank of Japan had a family name and the mass of the people had no patronymic and were allowed only personal names. At the beginning of the Meiji Era, however, the Government ordered all to take family names. Since that epoch, the structure of Japanese names is similar to that of modern European names. Thus there is a family name and also one or two words answering to the forename. In books with English title page, the order of the words in Japanese names is similar to the order in European names, *i.e.*, family name occurs last. In such cases the names are to be dealt with on the analogy of Rule 1211 and its subdivisions. In cases of doubt, the appendix A entitled "who's who in Japan" found at the end of the *Japan year book*, 1931 or any other suitable reference book is to be consulted.

TITLES ETC.

1215 Hereditary titles, if any be mentioned in the title page, are to be added as descriptive words after the forename or forenames, as the case may be, or in the place of forename, if there is no forename. Placenames, if any, associated with titles of persons who retain their surname after being raised to peerage, are to be ignored.

See rule 0366.

e.g. JEHANGIR (Cowasjee *Sir*).
LYTTON (Edward Bulwer *Lord*).
TENNYSON (Alfred *Lord*).
TENNYSON (Hallam *Lord*).
MACAULAY (*Lord*) *if the title page does not contain the forenames.*
RONALDSHAY (*Earl of*).

WELLINGTON (*Duke of*).

WINCHILSEA (Anie *Countess of*).

OXFORD AND ASQUITH (Margot *Countess of*).

PANAGAL (*Raja of*).

MORLEY (John *Viscount*).

and not

MORLEY OF BLACKBURN (John *Viscount*).

12151 In the case of a woman author not having a hereditary title, the descriptive word '*Mrs.*' or '*Miss*' or the respective equivalent in the language of the title page may be added after the forename or the forenames, as the case may be, if it is found necessary.

e.g. SAROJINI NAIDU (*Mrs*).

FRIIS (Anne *Miss*).

SOYAUX (Frieda *Frau*).

12152 All other titles are to be ignored. Honorific words at the end or the beginning, if any, are to be ignored. All other words describing the position, status, etc., of the author are also to be ignored.

MONARCHS AND POPES

1216 In the case of monarchs and members of royal families, saints, and popes, the forename with the individualising Roman numeral, if any, is to be written first and thereafter, as a separate sentence, a descriptive word or phrase specifying the position held by the person.

e.g. George III. *King of Great Britain.*
Pius II. *Pope.*
Thomas. *Saint.*

Other Cases

1217 If the title page contains only the initials of the name, the initials alone are to be used in the place of the name. Such a representation may be called Initials-name.

12171 If the full name of the author can be found out, it is to be added in square brackets after the initials-name. The full name thus added is to be preceded by the symbol '*i.e.*'

e.g. Q. [*i.e.* Arthur Quiller-Couch].

1218 If an alternative or secondary name of a Personal Author is given in the title page, it is to be added, in circular brackets after the primary name in the Heading. The name thus added is to be preceded by the symbol, '*i.e.*' and if that name is a pseudonym, also succeeded by the descriptive word '*Pseud.*'

e.g. Bennett (Allan) (*i.e.* Ananda Metteyya).
Bishop (Isabella, *Mrs.*) (*i.e.* *Miss* Isabella Bird).
Howard (Henry) (*i.e.* Earl of Salisbury).

1219 If two or more Personal Authors have the same name, they are to be individualised by the addition of the respective dates of birth or death or both or, if this method is not practicable, by the addition of individualising

words indicating their profession or any other such distinguishing features. Such additions are to be deemed to be separate sentences and are to be enclosed in square brackets if they are not taken from the title page and in circular brackets if they are taken from the title page.

See rule 0367

HALL (James). [Advocate].
The jotting book.

HALL (James). [Of Walthamstow].
Travels in Scotland.

HALL (James). [1755-1826].
Comfort to the Christian, under all the troubles of life.

HALL (James). [1761-1832].
Essays on the origin, history and principles of Gothic Architecture.

HALL (James). [1793-1868].
Kentucky.

HALL (James). [1811-1898].
Palaeontology of New York.

FRANCIS. *Saint.* (Of Assisi).

FRANCIS. *Saint.* (Of Sales).

122 JOINT AUTHORS

Choice and Rendering

122 If the title page contains the names of two and only two Joint Personal Authors, both the names are to be used as the Heading with the conjunction 'and' connecting them.

See rule 0367 for style of writing.

1221 The order of the words in each name is to be decided in accordance with the subdivisions of Rule 121.

e.g. SRINIVASAN (G. A.) and KRISHNAMACHARI (C.).
KUPPUSWAMI SASTRI (S.) and CHINTAMANI (T. R.).
HARKNESS (James) and MORLEY (Frank).

1222 If there be three or more Joint Personal Authors, the name of the first mentioned author alone is to be used as the Heading and the word 'etc.' is to be added thereafter.

If there is provision for ignoring all but the first author in the case of joint authors, it may be asked why should not such a procedure be adopted uniformly in all cases of joint authorship even if the number of authors is two. The special treatment given to the number 'two' and denied to the number 'three' and the greater numbers, is purely out of deference to the habit of readers. It is found from experience that books by two authors are usually referred to by the names of both the authors, as 'Harkness & Morely', 'Beaumont & Fletcher' and so on. But such a practice does not obtain when the number of authors is greater than two. But then, why not secure uniformity by mentioning the names of all the joint-authors in all cases? Because, it becomes unwieldy and inconveniently crowds the card. And as it has been said, the readers do not, generally, remember all the names.

123 CORPORATE AUTHOR

Choice and Rendering

123 Subject to Rule 128, if Corporate Authorship is indicated by the book, the name of the Corporate Author is to be used

as the Heading. The rendering of the name of the Corporate Author is to depend upon the type of the Corporate Author, whether it is

(1) a Government or a Local Authority or any of its parts;

or

(2) any other type of independent Corporate Body having continued existence and having functions beyond that of convening and holding periodical conferences;

or

(3) a Conference, not of the members of any single Corporate body of the first or second or fourth type, convened and held by a Body, which has no existence beyond the conference convened and held by it or whose primary function is only that of convening and holding such conferences periodically;

or

(4) a Body, including a Conference, constituent of or subordinate to or created by or dependent on any Body of any of the first three types and whose existence is contingent on that of the parent Body.

For brevity,

(1) any Body of the first type is to be called "Government"

(2) any Body of the second type is to be called " Institution "

(3) any Body of the third type is to be called " Conference "

(4) any Body of the fourth type is to be called " Dependent Body ".

See chapter 07 for the definition of the term " Corporate Author " and rules 032, 0321, 0362, 0364, 037 and 0373 for style of writing.

GOVERNMENT

Rendering

1231 If the Corporate Author is a Government and not any specific part of it, the Heading is to consist of the name (in the favoured language of the library) of the Geographical Area whose affairs are governed or administered by it. If the Corporate Author is a Part of a Government, the above Heading is to be used as the Main Heading.

123101 If more than one Geographical Area has the same name, and all such Geographical Areas can be arranged in an articulated sequence, each Area being a part of the preceding one, in the case of the Geographical Area of the greatest extension, the Heading is to be arrived at in accordance with Rule 1231. In the case of the others, the Heading arrived at in accordance with Rule 1231 is to be augmented by an individualising word or phrase indicating

the nature of the Area, *e.g.* Province, State, District, Taluk, County, Commune, Borough, City, Town, etc. The descriptive word so added is to be deemed to be a separate sentence.

123102 If more than one Geographical Area has the same name and Rule 123101 is either not applicable or even if applicable it is not sufficient for individualisation, a word or group of words is to be added in square brackets in each case, consisting of the name of the largest Geographical Area, forming the territory of a Government, containing it and sufficient for individualising it. The additional individualising term is to be omitted if the Geographical Area whose name is the Heading is either (*a*) a part of the mother country of the library or (*b*) a part of the favoured country of the library, the mother country not having any area of that name. The matter in square brackets is to be inserted immediately after the name of the place and before the individualising word, if any, required by Rule 123101.

e.g. MADRAS.

if the Corporate Author is the Government of Madras.

MADRAS. City.

if the Corporate Author is the Corporation of the City of Madras.

TANJORE.

if the Corporate Author is the District Board of the Tanjore District.

TANJORE. Taluk.

if the Corporate Author is the Taluk Board of the Tanjore Taluk.

TANJORE. Town.

if the Corporate Author is the Municipal Council of the Tanjore Town.

SATTANUR. [Kumbakonam].

if the Corporate Author is the Village Panchayat of the village Sattanur of the Kumbakonam.

SATTANUR. [Tanjore].

if the Corporate Author is the Village Panchayat of the village Sattanur of the Tanjore Taluk.

These two villages of the same name are in the same district, *viz.*—Tanjore District. The largest geographical areas containing them and sufficient to individualise them are their respective taluks, shown in square brackets.

TIRUVALANGADU. [Chingleput].

if the Corporate Author is the Village Panchayat of the village Tiruvalangadu of the Chingleput District.

TIRUVALANGADU. [Tanjore].

if the Corporate Author is the Village Panchayat of the village Tiruvalangadu of the Tanjore District.

These two villages of the same name are in the same province, *viz.*, Madras. The largest geographical areas containing them and sufficient to individualise them are their respective districts, shown in square brackets.

SALEM. [Massachusetts].
SALEM. [New Jersey].
SALEM. [Ohio].

SALEM. [Oregon].

SALEM. [Virginia].

if the Corporate Author is the Local Authority of the Salem town in the respective States of the United States of America.

SALEM.

if the Corporate Author is the District Board of the Salem District in India, assuming India to be mother country.

SALEM. Taluk.

if the Corporate Author is the Taluk Board of the Salem Taluk in India.

SALEM. Town.

if the Corporate Author is the Municipal Council of the Salem Town in India.

CAMBRIDGE.

if the Corporate Author is the County Council of Cambridgeshire in Great Britain, assuming Great Britain to be the favoured country.

CAMBRIDGE. Borough.

if the Corporate Author is the Borough Council of the Borough of Cambridge in Great Britain.

CAMBRIDGE. [Massachusetts].

if the Corporate Author is the Local Authority of the City of Cambridge in the Massachusetts State of the United States of America.

CAMBRIDGE. [Ohio].

if the Corporate Author is the Local Authority of the town of Cambridge in the Ohio State of the United States of America.

CAMBRIDGE. [Maryland].

if the Corporate Author is the Local Authority of the town of Cambridge in the Maryland State of the United States of America.

CROWN

12311 If the Corporate Author is the Crown, the first subheading is to consist of the term 'Crown' or other equivalent term or designation according to the government in question. The second subheading is to be the name of the person holding the office, the name being written in accordance with Rule 121 and its subdivisions, except that the descriptive term, if any, is to be omitted. If deemed necessary, another subheading may be added. It is to be the period of office expressed as inclusive years in Arabic numerals.

Examples

GREAT BRITAIN. CROWN. GEORGE V.

INDIA. VICEROY AND GOVERNOR GENERAL. HARDINGE (*Baron*). 1910-15.

MYSORE. MAHARAJA. KRISHNARAJA WODEYAR.

MADRAS. GOVERNOR. PENTLAND (*Baron*).

MADRAS. City. MAYOR. MUTHIA CHETTY (M.A.).

MADRAS. City. MAYOR. SATYAMURTI (S.). 1939-40.

UNITED STATES. PRESIDENT. WILSON (Woodrow).

MISSOURI. GOVERNOR. BATES (Frederick).

JAPAN. EMPEROR. HIROHITO.

It must be remembered that this kind of Corporate Heading is to be used only in the case of official publi-

cations such as messages, proclamations, despatches, ordinances and so on, emanating from the Crown. This kind of Heading is not applicable to works written by kings, presidents, etc., in their private capacity. For example, in the case of the *War message* read by President Wilson before a joint session of the Senate and the House of Representatives on 2nd April 1917, the Heading is to be

UNITED STATES. PRESIDENT. WILSON (Woodrow).

But, in the case of the book *George Washington* written by Woodrow Wilson, the Heading is to be simply

WILSON (Woodrow).

See Definition of 'Corporate Author' given in chapter 07.

EXECUTIVE

12312 If the Corporate Author is the Executive, the subheading is to be the name of the Executive.

Examples

GREAT BRITAIN. CABINET.
INDIA. EXECUTIVE COUNCIL.
MADRAS. COUNCIL OF MINISTERS.
MYSORE. COUNCIL.
HYDERABAD. EXECUTIVE COUNCIL.
UNITED STATES. CABINET.
FRANCE. MINISTRY.
NORWAY. COUNCIL OF STATE.
RUSSIA. UNION COUNCIL OF PEOPLE'S COMMISSARIES.
CHINA. EXECUTIVE YUAN.

LEGISLATURE

12313 If the Corporate Author is the Legislature, the subheading is to be the name of the Legislature.

Examples

GREAT BRITAIN. PARLIAMENT.
GREAT BRITAIN. HOUSE OF COMMONS.
GREAT BRITAIN. HOUSE OF LORDS.
INDIA. LEGISLATIVE ASSEMBLY.
INDIA. COUNCIL OF STATE.
MADRAS. LEGISLATIVE COUNCIL.
MYSORE. REPRESENTATIVE ASSEMBLY.
MYSORE. LEGISLATIVE COUNCIL.
MADRAS. City. COUNCIL.
TANJORE. DISTRICT BOARD.
TANJORE. Taluk. TALUK BOARD.
TANJORE. City. MUNICIPAL COUNCIL.
UNITED STATES. CONGRESS.
UNITED STATES. HOUSE OF REPRESENTATIVES.
UNITED STATES. SENATE.
MISSOURI. GENERAL ASSEMBLY.
MISSOURI. HOUSE OF REPRESENTATIVES.
MISSOURI. SENATE.
FRANCE. CHAMBER OF DEPUTIES.
FRANCE. SENATE.
JAPAN. IMPERIAL DIET.
JAPAN. HOUSE OF REPRESENTATIVES.
JAPAN. HOUSE OF PEERS.
NORWAY. STORTING.

ADMINISTRATIVE DEPARTMENT

12314 If the Corporate Author is a Department of Administration or any of the subdivisions of a Department, the subheading is to consist of the name of that specific body, provided the name of that specific body does not occur also as the name of a subdivision of some other department.

123141 If there is no special name for the specific body, the designation of its officer is to be used as its name.

123142 The word or group of words in the name of the specific body indicating its sphere of work is to be written first and the other words in the name are to be added thereafter.

See rules 03511, 0352 and 0354 for the style of writing Headings of this type.

123143 If two or more subdivisions of one and the same department have the same name, they are to be individualised by the addition of a word or a group of words which may be one of the following:—

1. The geographical area over which the subdivision has jurisdiction, if the subdivision is made on a geographical basis;
2. The main function of the subdivision, if the subdivision is made on a functional basis;
3. The name of the headquarters of the subdivision, if the subdivisions are usually or more conveniently individualised in that way; and
4. Any other word or group of words that may be appropriate, necessary and sufficient.

12315 If the Corporate Author is a subdivision of a Department, whose name occurs also as the subdivision of some other

Department, the first subheading is to consist of the name of that body in the hierarchy of Department, Division, Subdivision and so on, which is least removed from the specific body which is the author and admits of being used as a subheading under rule 12314. The second subheading is to be the name of the body in that hierarchy which comes next to what contributes the first subheading and so on with the third and further subheadings until the name of the specific body, which is the name of the author, is reached.

123151 The words in each subheading are to be decided and written on the analogy of Rules 12314 and 123141.

Examples

MADRAS. INSTRUCTION (Department of Public —).

UNITED STATES. EDUCATION (Bureau of—).

MADRAS. EDUCATIONAL (District — Officer). Tanjore.

MADRAS. INSTRUCTION (Deputy Director of Public —). Finance.

MADRAS. INSTRUCTION (Deputy Director of Public —). Elementary Education.

MADRAS. GIRLS' SCHOOLS. (INSPECTRESS OF —). First circle.

GREAT BRITAIN. SCOTTISH EDUCATION (— department).

MANCHURIA. FINANCE (Department of —). GENERAL AFFAIRS. (Bureau of —).

MANCHURIA. INDUSTRY (Department of —). GENERAL AFFAIRS. (Bureau of —).

TAMIL NADU ARCHIVES
ACC. No. 1256
EGM... 600 008

JUDICIARY

12316 If the Corporate Author is a Court of Law, the subheading is to be the name of the Court.

Examples

INDIA. FEDERAL COURT.

MADRAS. HIGH COURT.

UNITED STATES. SUPREME COURT.

UNITED STATES. COURT OF CUSTOMS APPEALS.

UNITED STATES. COURT OF CLAIMS.

MASSACHUSETTS. SUPREME JUDICIAL COURT.

GREAT BRITAIN. CENTRAL CRIMINAL COURT.

GREAT BRITAIN. COURT OF APPEAL.

JAPAN. COURT OF ADMINISTRATIVE LITIGATION.

1231601 If two or more Courts of Law of the same Government have similar names, they are to be individualised by the addition of a word or group of words denoting their respective areas of jurisdiction; or, if such areas are not definite or conveniently named, denoting their respective headquarters or giving any other appropriate individualising features. The word or group of words so added is to be deemed to be a separate sentence.

Examples

MADRAS. DISTRICT COURT. Coimbatore.

MADRAS. DISTRICT COURT. Salem.

MADRAS. DISTRICT MAGISTRATE'S COURT. Salem.

MADRAS. DISTRICT MUNSIF'S COURT. Salem. Taluk.

MADRAS. HONORARY MAGISTRATE'S COURT. Salem. Town.

MADRAS. HONORARY MAGISTRATE'S COURT. Kumbakonam.

UNITED STATES. CIRCUIT COURT OF APPEALS. Third Circuit.

UNITED STATES. DISTRICT COURT. Alaska.

GREAT BRITAIN. COUNTY COURT. Yorkshire.

123161 If a Division or a Department of a Court is the Corporate Author, a second subheading is to be added consisting of the name of the specific body written on the analogy of the subdivisions of Rules 12314 and 12315.

123162 If a Subdivision of a Division or a Department of a Court is the Corporate Author, a third subheading is to be added on the analogy of Rule 123161; and, so on in the case of further subdivision.

Examples

GREAT BRITAIN. HIGH COURT OF JUSTICE. KING'S BENCH DIVISION.

GREAT BRITAIN. HOUSE OF LORDS. JUDICIAL COMMITTEE.

GREAT BRITAIN. PRIVY COUNCIL. JUDICIAL COMMITTEE.

INSTITUTION

Rendering

1232 If the Corporate Author is an Institution, the Heading is to consist of the name of the Institution in the shortest form found on the title page, half-title page, or any other part of the book and omitting honorific words and "puffs"

if any, at the end or beginning. If the name occurs in many languages, that in the favoured language of the library, and if it does not, that in the language which occurs and is the earliest in the scale of languages of the library is to be chosen. If the Corporate Author is a department, division or subdivision of an Institution, the above Heading is to be used as the Main Heading.

Examples

INTERNATIONAL MARITIME ASSOCIATION.

LEAGUE OF NATIONS.

INDIAN MATHEMATICAL SOCIETY.

MADRAS MAHAJANA SABHA.

ASIATIC SOCIETY OF BENGAL.

SOUTH INDIA TEACHERS' UNION.

CAMBRIDGE PHILOSOPHICAL SOCIETY.

ROYAL SOCIETY OF LONDON.

REALE ACCADEMIA NAZIONALE DEI LINCEI.

MOUNT WILSON OBSERVATORY.

SAINT BARTHOLOMEW'S HOSPITAL.

TANJORE CO-OPERATIVE BANK.

EGYPT EXPLORATION FUND.

CARNEGIE INSTITUTION OF WASHINGTON.

UNIVERSITY OF MADRAS.

ANDHRA UNIVERSITY.

JOHN HOPKINS UNIVERSITY.

MADRAS CHRISTIAN COLLEGE.

CHURCH OF ENGLAND.

BODLEIAN LIBRARY.

SARASWATI MAHAL LIBRARY.

RAMANUJAN MEMORIAL COMMITTEE.

SRINIVASA SASTRI ENTERTAINMENT COMMITTEE.

EUROPEAN COMMISSION OF THE DANUBE.

123201 If the name of the Institution does not individualise it, the Heading is to be augmented by an individualising word or group of words added as a separate sentence. This is to consist of—

1. The name of its place if it is a localised institution; or
2. The name of the country to which the institution belongs, if it is a national body; or
3. The name of the province, district, taluk, state, county, or any such division of a country, if it is provincial, etc., body; or
4. The name of its headquarters, if it cannot be individualised conveniently by 1., 2., or 3., above.

Examples

INTER-PARLIAMENTARY UNION. Geneva.

PRESIDENCY COLLEGE. Calcutta.

PRESIDENCY COLLEGE. Madras.

HINDU HIGH SCHOOL. Shiyali.

HINDU HIGH SCHOOL. Triplicane.

UNIVERSITY COLLEGE. London.

YOUNG MEN'S CHRISTIAN ASSOCIATION. Tanjore.

NATIONAL GALLERY. London.

CHEMICAL SOCIETY. London.

DANTE SOCIETY. Cambridge. [Massachusetts].

ROYAL OBSERVATORY. Greenwich.

GENERAL HOSPITAL. Madras.

IMPERIAL BANK OF INDIA. Calcutta.

THEOSOPHICAL SOCIETY. Tanjore.

but simply

THEOSOPHICAL SOCIETY

if the parent society is meant.

NATIONAL RESEARCH COUNCIL. Japan.

NATIONAL RESEARCH COUNCIL. United States.

DEMOCRATIC PARTY. United States.

PROVINCIAL CONGRESS COMMITTEE. Madras.

PROVINCIAL CONGRESS COMMITTEE. Sindh.

INTERNATIONAL ASSOCIATION OF PUBLIC EMPLOYMENT SERVICES. United States and Canada.

TEACHERS' GUILD. Tanjore.

TEACHERS' GUILD. Madras. City.

LANDHOLDERS ASSOCIATION. Madras.

LANDHOLDERS ASSOCIATION. Tanjore.

LANDHOLDERS ASSOCIATION. Tanjore. Taluk.

RATEPAYERS ASSOCIATION. Mylapore.

RATEPAYERS ASSOCIATION. Triplicane.

INTER-UNIVERSITY BOARD. India.

IMPERIAL LIBRARY. India.

IMPERIAL LIBRARY. Japan.

GREAT WESTERN RAILWAY. Great Britain.

GREAT WESTERN RAILWAY. United States.

STOCK EXCHANGE. Washington. D.C.

STOCK EXCHANGE. Montreal.

LINNEAN SOCIETY. London.

LINNEAN SOCIETY. New South Wales.

LINNEAN SOCIETY. New York.

SOUTH INDIA ASSOCIATION. Calcutta.

123202 If individualisation is not attained by Rule 123201, the year of foundation may be given as a further individualising term written as a separate sentence.

Examples

STATE AGRICULTURAL SOCIETY. South Carolina. 1839.

STATE AGRICULTURAL SOCIETY. South Carolina. 1855.

12321 If the Corporate Author is a department or a division or a subdivision of an Institution, the subheading is to be constructed on the analogy of Rules 12314 and 12315 and their subdivisions.

Examples

UNIVERSITY OF MADRAS. ACADEMIC COUNCIL.

CARNEGIE ENDOWMENT FOR INTERNATIONAL PEACE. DIVISION OF INTERNATIONAL LAW.

UNIVERSITY COLLEGE. London. BIOMETRIC LABORATORY.

IMPERIAL BANK OF INDIA. Madras. PUBLIC DEBT OFFICE.

CONFERENCE

Rendering

1233 If the Corporate Author is a Conference, the name of the Conference is to be used as the Heading and it is to be individualised by the name of the place or places where it was held and its year. These two are to be deemed to be separate sentences.

Examples

CONFERENCE OF ORIENTALISTS. Simla. 1911.

INTERNATIONAL PEACE CONFERENCE. Hague. 1899.

TAMIL BOOK-LOVER'S CONFERENCE. Madras. 1933.

POLITICAL SUFFERERS' CONFERENCE. Gauhati. 1933.

WOMEN'S RIGHTS MEETING. Boston. 1859.

BESANT MEMORIAL MEETING. Madras. 1933.

12331 If the Conference is periodically held, the number of the Conference is to be interpolated as a separate sentence in Arabic numerals between the name of the Conference and the name of the place. If the number of the Conference is not found in the work but is supplied by the cataloguer, it is to be enclosed in square brackets. In the case of 'special sessions' not forming part of the regular series, the phrase 'Special session' or some other appropriate term is to take the place of the serial number.

Examples

ALL INDIA LIBRARY CONFERENCE. 1. Calcutta. 1933.

INDIAN NATIONAL CONGRESS. 41. Gauhati. 1926.

NATIONAL LIBERAL FEDERATION. 9. Akola. 1926.

ALL INDIA CHRISTIAN CONFERENCE. 13. Madras. 1926.

ALL INDIA HINDU MAHASABHA. Special session. Gauhati. 1926.

CONGRESS OF THE UNIVERSITIES OF THE EMPIRE. 2. Oxford. 1921.

NATIONAL CONFERENCE ON EDUCATION AND CITIZENSHIP. 2. Toronto. 1923.

AMERICAN SCIENCE CONGRESS. 7. Mexico. 1933.

CONGRESS DE L'AGRICULTURE FRANCAISE. 13. Vichy. 1931.

12332 In the case of International Conferences, the Heading is to give its name in the favoured language of the library provided its publication has appeared in

it once at least or it is recognised as one of its official languages. In its absence that language which satisfies one of these conditions and occurs earliest in the scale of languages of the library is to be used.

Examples

INTERNATIONAL CONGRESS OF MATHEMATICIANS. 2. Paris. 1900.

the title page is only in French and reads "Compte rendu du deuxieme congres international des mathematiciens."

INTERNATIONAL CONGRESS OF MATHEMATICIANS. 5. Cambridge. 1912.

INTERNATIONAL CONGRESS OF MATHEMATICIANS. [8]. Bologne. 1928.

the title page is only in Italian and reads "Atti del congresso internazionale dei matematici."

INTERNATIONAL CONGRESS OF ORIENTALISTS. 3. St. Petersburg. 1876.

INTERNATIONAL CONGRESS OF ORIENTALISTS. 5. Berlin. 1881.

INTERNATIONAL CONGRESS OF ORIENTALISTS. 9. London. 1892.

although in the case of the first two, the title-pages are in Russian and German respectively.

DEPENDENT BODY

Rendering

1234 If the Corporate Author is a Dependent Body, the Main Heading and Subheadings are to be constructed as for the Parent Body and thereafter a further subheading is to be added using the name of the Dependent Body on the

analogy of Rules 12314 and 12315 and their subdivisions.

Examples

INTERNATIONAL FEDERATION OF LIBRARY ASSICIATIONS. COMMITTEE.

GREAT BRITAIN. IMPERIAL WAR CONFERENCE. [2]. London. 1918.

INDIA. INDIAN CENTRAL BANKING ENQUIRY COMMITTEE. 1929.

MADRAS. COLLECTORS' CONFERENCE. Ootacamund. 1918.

MADRAS. LEGISLATIVE COUNCIL. PUBLIC ACCOUNTS COMMITTEE.

MADRAS. LEGISLATIVE COUNCIL. SELECT COMMITTEE ON PUBLIC LIBRARIES BILL.

MADRAS. INSTRUCTION (Department of Public—). CONFERENCE OF EDUCATIONAL OFFICERS. Madras. 1929.

UNIVERSITY OF MADRAS. ACADEMIC COUNCIL. No. 10. COMMITTEE.

PRESIDENCY COLLEGE. Madras. MATHEMATICS ASSOCIATION.

HINDU HIGH SCHOOL. Triplicane. MASTERS' ASSOCIATION.

HINDU HIGH SCHOOL. Shiyali. OLD BOYS' ASSOCIATION.

UNIVERSITY OF MADRAS. UNIVERSITY LIBRARY. STAFF COUNCIL. COMMITTEE ON ACCESSIONING PROCEDURE.

NATIONAL RESEARCH COUNCIL. United States. DIVISION OF ANTHROPOLOGY AND PSYCHOLOGY. COMMITTEE ON STATE ARCHAEOLOGICAL SURVEYS. CONFERENCE ON MIDWESTERN ARCHAEOLOGY. St. Louis. [Missouri]. 1923.

INTERNATIONAL CONGRESS OF ORIENTALISTS. COMMITTEE ON TRANSLITERATION.

MADRAS LIBRARY ASSOCIATION. COUNCIL. TAMIL BOOK SELECTION COMMITTEE. 1933.

124 TWO CORPORATE AUTHORS

Choice and Rendering

124 If the book indicates two or more Joint Corporate Authors, the Heading is to be constructed on the analogy of Rule 122 and its subdivisions with the modification that if the name of any of the Joint Corporate Authors is in more than one sentence it should be converted into a single sentence by changing the full stops into commas.

See also rule 0367.

125 PSEUDONYM

Choice and Rendering

125 If the title page gives only a Pseudonym in the place of the author's name, the Pseudonym is to be used as the Heading and it is to be followed by the descriptive word '*Pseud.*', written as a separate sentence.

See also rule 0366.

Examples

LIBRA. *Pseud.*

AUTHOR OF "LOTUS". *Pseud.*

X. Y. Z. *Pseud.*

1251 If the title page gives the real name of the author also in a subordinated manner, it is to be added in circular

brackets after the descriptive word *'Pseud'*. The real name of the author is to be preceded by the symbol *'i.e.'*.

Example

TWAIN (Mark). *Pseud.* (*i.e.* Samuel Langhorne Clemens).

12511 If the title page gives the real name of the author and adds the pseudonym in a subordinated manner, the former is to be chosen for the heading. The latter is to be added as a separate sentence and enclosed in circular brackets after it. The descriptive word *'Pseud.'* is to be added as a second sentence within the bracket.

1252 If the real name of the author can be found out from outside the work, it is to be added in square brackets after the descriptive word *'Pseud.'* The real name of the author is to be preceded by the symbol *'i.e.'*.

12522 If a Pseudonym represents two joint authors and if the real names of the joint authors be known, the symbol *'i.e.'* that comes after the pseudonym is to be followed by the real names of both the authors, which are to be connected by the word 'and'.

12523 If a Pseudonym represents three or more joint authors and the real names be known, the symbol, *'i.e.'* that comes after the pseudonym is to be followed by the real name of one of the authors

alone which itself is to be followed by the word '*etc.*' The name to be written is to be chosen on the basis of some appropriate principle if available or otherwise arbitrarily.

Examples

ABDU'L HASAN. *Pseud.* [*i.e.* George Steele Seymour.]

AN AMERICAN. *Pseud.* [*i.e.* James Fenimore Cooper.]

A. E. *Pseud.* [*i.e.* George Russell].

AUTHOR OF WAVERLEY. *Pseud.* [*i.e.*, Walter Scott.]

ARTHUR (T. C.). *Pseud.* [*i.e.*, Arthur Travers Crawford].

CONRAD (Joseph). *Pseud.* [*i.e.* Joseph Conrad Korzeniouski].

J—S G—Y. *Pseud.* [*i.e.* James Gray].

EKALENNA.. *Pseud.* [*i.e.* Anne Lake].

CYCLA. *Pseud.* [*i.e.* Helen Clacy *Mrs.*]

EHA. *Pseud.* [*i.e.* Edward Hamilton Aitken].

BELL (J. Freeman). *Pseud.* [*i.e.* Israel Zangwill and L. Cowen].

TWO BROTHERS. *Pseud.* [*i.e.* Alfred Tennyson and Charles Tennyson].

TWO MOUNTED SENTRIES. *Pseud.* [*i.e.* J. J. Hort].

1253 If there are two or more pseudonyms occurring in the place of the authors' names, the Heading is to be written on the analogy of Rules 122 and 125 and their subdivisions.

Example

J. K. F. R. S. and S. A. Sc. *Pseud.* [*i.e.* James Keir]

A Pseudonym is a fictitious name assumed by an author. For convenience, the term is used to denote also all names, other than the real name, by which an author comes to be known either in his time or in later times. It does not relate, however, to changes in real name. The motives for assuming a fictitious name or suppressing the real name may be varied—diffidence, shame, fear of consequences, freakishness, joking instinct, mystifying instinct, hoaxing instinct, and so on. While the psychology of such motives may be deeply interesting, it is not directly relevant to cataloguing. But the various degrees to which the element of fiction and concealment is introduced in the pseudonyms occurring in the title pages of books are not without interest.

At one extreme, there is the adoption of a regular name utterly different from the real name. Such pseudonyms, which have the form of actual names, are to be written on the analogy of the rules for writing real names so far as the inversion of the words in the names goes.

Again the author's real name may have been forgotten through accident or custom and he may be remembered by some name other than his real name.

Next, the words constituting the real name may be permuted either in its entirety or after dropping out some words. The omission of one or two words from the forename is not regarded as amounting to a pseudonym, however, provided the surname is retained.

Another way in which the pseudonym is constructed is by the permutation of the letters constituting the name. While such anagrams occur at all times, there

appear to be some periods in the history of each community when the anagrammatic mood takes an epidemic phase. Students of cataloguing would very much like to see such periods investigated and explored by students of cultural history.

As a variant of the anagrammatic pseudonym, we find that a selection and not the entirety of the letters occurring in the name is used for permutation.

Another mode of disfiguring is that of interpolating words or letters in the real name.

Replacement of the real name by a descriptive expression is another common method of constructing a pseudonym. The place of birth, place of residence, nationality, profession, academic or titular distinctions, real or assumed relationship, horoscopic peculiarities, personal peculiarities, political leanings, previous publications, if any, and every other conceivable factor may be drawn upon for constructing this type of pseudonym.

Then there is the use of initials, end letters and a combination of these. Here again, every possible permutation may occur. They may even be written together without intervening punctuation marks, so as to form an initialism. This form of pseudonym is adopted even by corporate bodies. *E.g. Socony* for "Standard Oil Company of New York". *Scapa* society for "Society for checking the abuses of public advertising, London".

There are also other complications. A single pseudonym may be used to represent two or more joint authors. Conversely, the presence of double or treble pseudonyms on the title page of a book may lead the cataloguer to infer joint authorship whereas the author is only a single person. Again the same person may use different pseudonyms in different books of his. There are cases of an author having had as many as twenty-five different

pseudonyms. Conversely the same pseudonym may be used by different authors. Some of these peculiarities are illustrated in the examples given above.

The assumption and conferment of pseudonym is one of the many ways in which human ingenuity is used to baffle cataloguers. The interest of scholarship requires that the bibliographical zeal of librarians should disclose the identity of the authors. In modern times, the German librarians appear to have been one of the first to devote thought to this interesting bibliographical problem. The appearance of Vincentii Placcii's *Theatrum anonymorum et pseudonymorum* in 1708 and the two volumes of Johenn Christoph Mylius entitled *Bibliotheca anonymorum et pseudonymorum detectorum* in 1740 at Hamburg seem to have stimulated the librarians of other nationalities. France soon followed with Antoine Alexandre Barbier's *Dictionnaire des ouvrages anonymes et pseudonymes* in 4 volumes published in 1806-1809. Gaetano Melzi's *Dizionario di opere anonime e pseudonime di scrittori italiani* in 3 volumes came out in 1848-59 to supply Italy's needs. Danish, Norwegian and Icelandic libraries were served in 1869 by Collin's *Anonymer og pseudonymer*. Doorninck supplied Holland in 1883-1885 with his *Vermonde en naamlooze schrijvers opgespoord op het gebiet* in 2 volumes

This question seems to have been pursued by some librarians of Great Britain for nearly a century. Just a few years ago, this resulted in the monumental new edition of the *Dictionary of anonymous and pseudonymous English literature* first planned by Samuel Halkett of the Advocate's Library, Edinburgh, and continued, amplified and completed by others. The last volume came out in 1932 and there is a note in the preliminary pages which holds out a promise of the publication of supplements from time to time. Another useful

dictionary of a more compact nature is *Anonyma and Pseudonyma* by Charles A. Stonehill and others which appeared in four smaller volumes in 1926-1927.

Where are we in India? The Indian authors do not lag behind others in their skill in constructing pseudonyms. It is no fault of theirs that the Indian Librarians have not yet begun to unmask them. One does not know when the Library Associations of India will gain the strength and the impetus necessary to tackle this problem. Professional librarians are beginning to appear only just now. As usual with the early years of the life of an individual as well as of a society or a profession, persistent effort in pursuing difficult problems appears to be slow in setting. It may take some years for the ephemeral and purely administrative and other interests to give way to the academic outlook and *esprit de corps* necessary for undertaking bibliographical work of this type with mutual goodwill and co-operation. But it is sure to happen sooner or later, though not as soon as one would wish.

But there is a much more formidable legacy that has fallen to the share of the Indian librarian. It is at once the prize and the penalty he has for the unique antiquity of his national culture and for the extraordinary and unexampled productivity of his authorial ancestors even at the distant time, to which few other nations are able to trace their literary remains.

Human nature seems to have been the same even in those distant ages, so far as it affects the assumption of fictitious and quasi-fictitious names by authors. To add to this, a further complication has been introduced by layers of tradition, some of which, at any rate, are the misleading ones of the immediate decadent past. Another complication is due to the real name of the author having been ousted in course of time by an alternative familiar

name by which the author came to be referred to by his contemporaries or even by the students and the authors who studied and quoted them in later ages. Under such conditions, it would be hardly possible for the library profession by itself to decipher the ancient pseudonyms. It is essentially the sphere for the co-operative effort of versatile Indologists specialising in different fields. Some spade work has been already done by foreigners. But how much can men of an alien culture do, even with the best of intensions, in such a vast and complex field? It is time that some of the gifted young Indians in the Indian Universities are put into this field with this bibliographical orientation. Men of the library profession also should join them and can do much to facilitate their work. Perhaps, there will be work for a school of such men for some decades before an authoritative dictionary of pseudonyms can be produced. But until it is produced, the libraries cannot hope to do their best and much of the research activities in other fields of Indology are likely to prove, now and then, futile and even trivial.

I am indebted to my esteemed friend the late Mahamahopadhyaya Vidya-Vacaspati S. Kuppuswami Sastri, Professor of Sanskrit and Comparative Philology, Presidency College and Curator, Government Oriental Manuscripts Library, Madras, for the following learned note on Authorial Polyonymy and Homonymy in Sanskrit works.

Authorial Polyonymy and Homonymy in Sanskrit Literature

In Sanskrit literature, there are several instances of two interesting bibliographical phenomena, *viz.*:

authorial Polyonymy (the same author having different names); and

authorial Homonymy (the same name coming to be given to different authors).

These two phenomena present many an interesting problem to the makers and students of Library Science, in their attempt to formulate the rules of library classification and cataloguing, not to speak of the various difficulties which they cause to the modern historians of Sanskrit literature. Polyonymy comprises not only pseudonyms intentionally assumed by the authors themselves and nicknames waggishly given by others, but also patronymics and matronymics, names of religious lineage (gōtra-names), titles of learning, pet-names, abridged names, monachal names (names borne by sannyāsins), translated parallels and paraphrastic renderings. Homonymy comprises all the cases where, mainly as a result of the ancient custom of naming persons after their ancestors, gods, goddesses, prophets, saints, distinguished authors, patrons and sometimes rulers, different persons have come to bear the same name. In many of the cases of polyonymy and homonymy, it is impossible to discover exactly all the underlying causes, though, in a few instances, it may be easy to attribute the *aliases* definitely to joking instinct, mystifying instinct, reverential sentiment, custom, fondling or loving attitude, or parodical tendency. Polyonymous *aliases* and homonymous parallels are bound to cause even greater trouble and confusion in the sphere of library classification and cataloguing than in the investigation of crimes and settlement of legal claims. Longstanding usage established by reliable evidence is certainly useful to a considerable extent in helping one out of the difficulties in the former as in the latter. In the former, however, when scientific cataloguing leading to the maximum possible benefit with the minimum time and trouble is the chief aim, some special methods have to be devised. It would be certainly worthwhile for any institution intended for the promotion of culture to undertake the preparation of a concordance to authorial

Polyonymy and Homonymy in Indian literature; and this would afford ample scope for intelligent, interesting and useful research for a number of scholars, for a number of years.

The following illustrations indicate the nature and complexity of the problems connected with authorial Polyonymy and Homonymy. All the names given below are such as are expected to find a place in the classification of Indian literature.

Vyāsa is one of the most famous names in Sanskrit literature. He is the reputed author of the *Mahābhārata*. Several Purāṇas are attributed to him. He is also called Kṛṣṇa-Dvaipāyana and this name refers to his colour and to the place of his birth. In some books he is referred to by the patronymic Pārāśarya and the matronymic Satyavatī-Suta. Bādarāyaṇa, the author of the *Brahma-Sūtras*, is equated with him. The famous *Bhāṣya* on the Yōga-Sūtras called *Vyāsa-bhāṣya* is believed to have been written by Vyāsa. Some later writers called Vyāsarāya and Vyāsatīrtha bore the name Vyāsa. In the last three cases one may find instances of homonymy and in all these names taken together, one may see the various ways in which authorial polyonymy, homonymy, patronymy and matronymy may cross one another.

Vālmīki is the author of the *Rāmāyaṇa*. He is also called Prācētasa and this is his patronymic. In later literature, a Tamil poet and a Prākṛta grammarian came to be called Vālmīki. In recent times, Mr. Subba Rao, retired Telugu Pandit of the Presidency College, came to be called Andhra-Vālmīki, for his *Telugu Rāmāyaṇa*.

Kauṭalya and Kauṭilya are the names by which the author of the famous treatise on Ancient Indian Polity—called *Kauṭalīya* or *Kauṭilīya*—is known. The former is his gōtra-name and the latter is perhaps his nick-name.

This author is equated with Cāṇakya, the famous minister of Candragupta.

Kaṇāḍa, the author of the *Vaiśeṣika-sūtras,* is also quoted with the name of Kāśyapa in some places and Ulūka (owl) in others. Kāśyapa is the author's gōtra-name and Kaṇāḍa and Ulūka are his nick-names.

Gautama, the author of the *Nyāya-sūtras,* is also known by his nick-name—Akṣapāda. Gautama is his gōtra-name In this connection, it may be remembered that the founder of Buddhism, whose hagiological name is Siddhārtha, is also known by his gōtra-name, Gautama. Cataloguers have also to take into account the name Gautama, borne by the author of an ancient Sūtra work of the Dharma-śāstra literature (*Gautama-dharma-sūtrāṇi*).

Pāṇini, the famous Sanskrit grammarian, is in some places referred to by his matronymic—Dākṣī-putra.

Patañjali, according to the Indian tradition, is quoted under his other name Gōnardīya—which is understood as referring to his locality. The belief that he was an incarnation of Ādi-Śēṣa (the thousand-headed Serpent God) is responsible for Patañjali being referred to by the alternative names of Phaṇi and Śēṣa.

Upavarṣa is the author of an ancient *vṛtti* (commentary) on the *Sūtras* of Jaimini and Bādarāyaṇa. On the authority of Vēdāntadēśika, he is taken to have borne the gōtra-name Bōdhāyana. In Vēdānta literature, he is quoted under both of these names.

The famous Vākya-kāra of the Viśiṣṭādwaitins had three names—Brahmanandin, Ṭaṅka and Ātrēya. Perhaps the first was his real name, the second his nick-name, and the third his gōtra-name.

Kumārila, the famous author of the *Mīmāmsāvārtika,* had a curious nick-name—Tutātita. This nick-name was

arrived at as a result of the metamorphic instinct venting itself through the dentalisation of the consonants by replacing them by the dental "t". This may be seen to be not an uncommon practice in ancient India, from the facetious name *Tātatātatam,* which Rājaśēkhara gives to his drama—*Bālarāmāyaṇa,* in its prologue. Among the disciples of Kumārila, Prabhākara, the leading exponent of the Prābhākara school, came to be otherwise known as—Guru; Viśvarūpa came to have the monachal name Surēśvara when he became a sannyāsin and disciple of the great Śaṁkara; and Bhaṭṭomvēka came to have the other name Bhavabhūti, as a dramatist.

Yāgñavalkya, the author of a well-known metrical text of the *Dharma Śāstra,* has the alternative name Yōgīśvara.

In Śaiva hagiology, the saint Appar had the alternative names Vāgīśa and Tirunāvukkaraśu, which are translated parallels. In Śrī Vaiṣṇava hagiology, Nammāḷvār is known to have had the names Kārimāran, Parāṅkuśan and Śaṭha-kōpan. The first of these three names of Nammāḷvār was based upon his grand-father's name Māran and his father's name Kāri; the second was a name of honour which his father's master, King Parāṅkuśa, allowed to be conferred upon the son (Nammāḷvār); and the third was a Sanskrit name conferred upon Nammāḷvār in the Sanskrit literature on Śrī Vaiṣṇavism. Yāmunācārya, the author of the *Siddhitraya* and other works, is known by his alternative Tamil name Āḷavantār. Śrī Rāmānuja, the Bhāṣyakāra of the Viśiṣṭādvaita system, is known by the other name Lakṣmaṇamuni and these two names are paraphrastic equivalents. Vēdānta-Dēśika, otherwise called Vēdāntacārya, has another name Vēnkaṭanātha, the first two being his names as a religious teacher and the third being his real name, by which he is referred to in his poetical works.

Jayadēva, the author of the drama *Prasannarāghava,* is identical with Pakṣadharamiśra, the author of the Nyāya work *Maṇyālōka*.

Ānandagiri, the famous scholiast on Śaṁkara's *Bhāṣyas,* had two alternative names Ānandajñāna and Janārdana. The first two of these names he bore as a sannyāsin; and the last was, perhaps, his secular name previous to his sannyāsa. Ānandapūrṇa, a sannyāsin, who commented upon the *Khaṇḍanakhādya,* is otherwise known as Vidyāsāgara.

Jagannātha, the famous poet and critic, is generally known by his title Paṇḍitarāja. The real name of the author of the *Pratāparudrayaśōbhūṣaṇa* is Agastya, while he is known generally by his title Vidyānātha. Viśvēśvara, a famous Mīmāṁsaka, is known generally by his nickname Gāgābhaṭṭa.

Vaidikasārvabhauma, a famous author of *Dharmaśāstra* digests, is better known by his Tamil name Tōḷappar.

In very recent times, the most famous Sanskrit scholar of South India, Brahma Śrī Rājuśāstriyar, who wrote some Sanskrit works, adopted his fuller name Tyāgarājamakhin, as his authorial name.

In library classification and cataloguing, the various problems connected with authorial polyonymy and homonymy should be carefully and successfully tackled. Otherwise, bad errors are likely to vitiate the work of higher research. The following illustrations, in this connection, may not be out of place.

There is an old Advaita treatise called *Prakaṭārtha-vivaraṇa,* which is one of the most important commentaries on "Śaṁkara's *bhāṣya* on the *Brahma-sūtras*". The real name of the author of the *Prakaṭārtha-vivaraṇa* has not so far been ascertained and he is generally quoted under the name—Prakaṭārtha-kāra (the author of the

Prakaṭārtha). In the introduction to the *Daśapadārtha-śāstra* published in the Oriental Translation Fund Series, the name of the author of the *Prakaṭārtha* is given as Śrī Caraṇa. In this instance, a discerning scholar can easily see a case where an honorific affix is mistaken for the real name. The expression " Śrī Caraṇa " is reverentially affixed by Advaita writers to the phrase Prakaṭārtha-kāra, when referring to the author of the *Prakaṭārtha*. The name Prakaṭārthakāra-śrīcaraṇāḥ is on a par with Prakāśātma-śrīcaraṇāḥ—an extended alternative of the name Prakāśātman borne by the Sannyāsin, who wrote the famous advaita commentary called the *Vivaraṇa* on Padmapāda's *Pañcapādikā*.

The famous author of the *Lōcana*, a commentary on the *Dhvanyāloka* is described in the colophons of the manuscripts of the *Lōcana* as " Mahāmāhēśvarācāryābhinavagupta ". This rather gargantuan demomination consists of three parts—"Mahāmāhēśvara", "Ācarya" and "Abhinavagupta". The first of these means a *great champion of Śaivism;* the second means a *great teacher;* and the third part is the real name of the author, the latter half of this part—*Gupta*—being a patronymic affix. The author of the alaṁkāra work, *Ēkāvaḷī* also happened to be described in some manuscripts, by the homonymous title " Mahāmāhēśvara ". The real name of the author of the *Ēkāvaḷī* is Vidyādhara and this happens to be missed. As a result of this, Burnell's catalogue of the Tanjore Palace Library (page 54) gives the name of the author of the *Ēkāvaḷī* as "Mahāmāhēśvarakavi " and proceeds to equate him with the author of the *Lōcana* by making the further observation that " Ācārya " and " Abhinavagupta " are adjuncts added to the name of the author of the *Ēkāvaḷī*.

Aufrecht, on page 46 of his famous catalogue, confounds Ānandatīrtha (= Madhvācārya = Pūrṇaprajña)

with Ānandagiri (= Ānandjñāna). The former is the well-known Ācārya of the Dvaita school and the latter is the well-known scholiast of the Advaita school. This is an instance in which a homonymous part of two distinct names of two distinct authors has caused trouble.

In the new descriptive catalogue of the Tanjore Palace Library, on pages 1175-6 of Volume III, under Des. No. 1674, Raṅgarāmānuja is described as "*a disciple of one Lakṣmaṇayōgīndra*". Here is a curious instance of a mistake arising from missing the fact that Lakṣmaṇayōgīndra" is a paraphrastic equivalent of Rāmānuja, the great Bhāṣyakāra of the Viśiṣṭādvaita school.

These illustrations will indicate the nature of the snares and pitfalls in the way of librarians who are engaged in library classification and cataloguing. The difficulties arising in this way from authorial polyonymy and homonymy in Sanskrit literature have to be surmounted necessarily with the co-operation of specialistic scholars in Sanskrit, until a reliable concordance as indicated at the end of para (1) *supra*, becomes available, for ready reference. One golden rule, however, which a librarian, who is concerned with the classification and cataloguing of any considerable collection of Sanskrit books, can easily remember and follow is—"*Refuse to be guided by mere names*".

126 Collaborator Heading

Choice and Rendering

126 If none of the rules forming subdivisions of Rule 129 is applicable and if the title page does not give the name of a Personal Author or the names of Joint Personal Authors or indicate Corporate Authorship or give a Pseu-

donym or Pseudonyms in the place of the name of the author but contains the name of a collaborator, that name is to be used as the Heading and a descriptive word is to be added thereafter indicating the role of the person. The descriptive word so added is to be regarded as a separate sentence.

See chap. 07 for definition of collaborator.

1261 The name chosen for the Heading is to be written on the analogy of Rule 121 and its subdivisions.

See also rule 0366.

Examples

1. In the case of the book whose title page reads "The | Oxford Book | of English prose | chosen & edited by | Sir Arthur Quiller-Couch",

the Heading is to be

QUILLER-COUCH (Arthur). *Ed.*

2. In the case of the book whose title page reads "Selected Russian | short stories | chosen and translated by | A. E. Chamot",

the Heading is to be

CHAMOT (A. E.). *Tr.*

3. In the case of the book whose title page reads "Nineteenth | century life | *Selected by* Kathleen Tracey",

the Heading is to be

TRACEY (Kathleen). *Comp.*

1262 If the title page gives the name of each of two or more of the kinds of collaborators enumerated in the definition

in chapter 07, the name belonging to one and only one kind is to be chosen as Heading; for this purpose, the order, in which the kinds are enumerated in that definition, is to be regarded as the order of preference.

Examples

1. In the case of the book whose title page reads "The | Vedānta sūtras | with the commentary of | Rāmānuja | translated by | George Thebaut",

the Heading is to be

RAMANUJA. *Comm.*

2. In the case of the book whose title page reads "Norway's | best stories | an introduction to modern | Norwegian fiction | translations by Anders Orbeck | A selection of short stories by | . . . | edited by Hanna Astrup Larsen",

the Heading is to be

LARSEN (Hanna Astrup). *Ed.*

1263 In the case of commentaries with the text complete, if the commentary is of primary importance and not the text, the name of the commentator is to be used as the Heading, notwithstanding Rule 121.

Example

In the case of the book whose title page reads "Vedanta Darsana | with commentary, | Brahmamritavarsini | by | Sri Ramananda Sarasvati Swami | edited by | S. Vyankataramana Aiyar, B.A., B.L.",

the Heading is to be

RAMANANDA SARASVATI. *Comm.*

It may be stated here that the initial word 'Sri' and the final word 'Swami' are omitted from the name of the author as they are merely honorific "puffs".

127 If the title page gives two or more names of the category contributing to the Heading in accordance with Rule 126 and its subdivisions, the Heading is to be written on the analogy of Rule 122 and its subdivisions.

Examples

1. In the case of the book whose title page reads "Chief British poets | of the fourteenth and | fifteenth centuries | selected poems | edited with explanatory | and biographical notes | by | W. A. Neilson | *Professor of English* | and K. G. T. Webster | *Assistant Professor of English* | Harvard University",

the Heading is to be

NEILSON (William Allan) and WEBSTER (Kenneth Grant Tremayne). *Eds.*

2. In the case of the book whose title page reads "The | Cambridge | ancient | history | edited by | J. B. Bury, M.A., F.B.A. | S. A. Cook, Litt. D. | F. E. Adcock, M.A.",

the Heading is to be

BURY (John Bagnell), etc. *Eds.*

3. In the case of the book whose title page reads "Vinaya texts | translated from the Pali | by T. W. Rhys Davids | and | Hermann Oldenberg",

the Heading is to be

DAVIDS (Thomas William Rhys) and OLDENBERG (Hermann). *Trs.*

FIRST WORD OF TITLE

128 If a book is a general biographical dictionary or an encyclopaedia belonging to the class Generalia, or A—Science General or M—Useful Arts or Y—Social Sciences or if the Heading cannot be chosen in accordance with any of the other rules of this chapter, the First word of the title of the book, excluding an initial article or an initial honorific word, if any, is to be used as the Heading, and to this is to be added the descriptive words '*First word*'.

See also rule 0366.

Example

ENGLAND'S. *First word.*

1281 If the name of the author can be found out from any other part of the work, it is to be added after the term '*First word*' within circular brackets and is to be preceded by the word 'By'.

Example

WILLIAM. *First word.* (By C. D. Broad).

In this case, the title page reads only as

"William Ernest | Johnson | 1858-1931."

But the author's name occurs at the end of the book.

1282 If the name of the author can be found out from outside the work, it is to be added, after the term '*First word*', within square brackets and is to be preceded by the word 'by'.

Example

LISSIE. *First word.* [By Mrs. E. C. Gaskell].

REFRACTORY CASES

1291 In the case of Anas, the name of the person whose sayings or table talks are collected, is to be used as the Heading.

Examples

1. In the case of the book whose title page reads "The | table talk | of | John Seldon | edited | with an introduction and notes | by | Samuel Harvey Reynolds, M.A. | late fellow and tutor of Brasenose College",

the Heading is to be

SELDON (John).

2. Similarly, in the case of the book whose title page reads,

"Sayings of | Sri Ramakrishna | the most exhaustive collection of | the Lord's sacred sayings and inspired utterances",

the Heading is to be

RAMAKRISHNA.

12917 In the case of letters written by a person to two or more persons, the name of that person is to be used as the Heading.

Example

In the case of the book whose title page reads "The | letters of | Sir Walter Scott | 1787-1807 | edited by | H. J. C. Grierson | LL.D., Litt.D., F.B.A. | Regius professor of English literature | at the University of Edinburgh | assisted by | Davidson Cork | W. M. Parker | *and others*",

the Heading is to be

SCOTT (Walter).

129171 In the case of letters exchanged between two and only two persons the names of both the persons are to be used as the Heading.

Example

In the case of the book whose title page reads

"The letters of Tolstoy | and his cousin | countess Alexandra Tolstoy | (1857-1903) | translated from the Russian by | Leo Islavin",

the Heading is to be

TOLSTOY (Leo *Count*) and TOLSTOY (Alexandra *Countess*).

1298 If the name of the personal author be merged in the title, it is to be separated out and used as the Heading, unless the edition or revision in question deviates so much from the original as to admit of its being regarded as a different work, in which case the name of the reviser or the editor is to be used as the Heading in accordance with Rule 126 and its subdivisions or Rule 127, as the case may be and the name of the original author is not to be separated from the title.

Example

In the case of the book whose title page reads

"Voltaire's | philosophical | dictionary | selected and translated | by | H. I. Woolf",

the Heading is to be

VOLTAIRE (Francois Marie Arouet de).

In the case of the book whose title page reads

"Archbold's | pleading, evidence, & practice | in | criminal cases. | By | Sir John Jervis | late

lord chief justice of the Court of Common Pleas | with the | statutes, precedents of indictments, &c. | the twenty-third edition. | By | William Feilden Craies, M.A. (Oxon.), | of the Inner Temple and Western Circuit | and | Guy Stephenson, M.A. (Cantab), | of the Inner Temple and South-Eastern Circuit, | Barristers-at-law."

the Heading is to be

ARCHBOLD (John Frederick).

13 TITLE-PORTION

13 The Title-Portion is to consist of one, two or three parts, according to the nature of the information contained on the title page, giving successively in a single paragraph;

1. the title;
2. information regarding collaborators other than joint authors; and
3. the edition.

1301 The first two parts are to be deemed to form a single sentence and the third part, another sentence.

The title page usually contains one or more of the following items:

1. the name of the series to which it may belong and the name of the editor (editors) of the series;

2. the title;

3. the name of the author (authors) and the qualifications, positions, etc., of the author (authors);

4. the names of the commentator, editor, etc., with their respective qualifications, etc. and a description or elaboration of their role;

5. writers of subsidiary parts like the preface, introduction, appendix, etc., with their respective qualifications, etc.;

6. the specification of the edition;

7. information about illustrations;

8. mottoes and the printer's or publisher's device; and

9. the imprint.

The *Anglo-American code* would reproduce in the section called 'title-portion' all the above items except "(1)" and "(8)" and indicate the omission of even these by " . . . ". This is largely traceable to the influence of the full bibliographical description, referred to in the commentary on rule 1 of this chapter. A slightly greater divergence from the bibliographical ideal is to omit "(3)" also and indicate its omission by " . . . ". A further simplification is to omit "(5)" also, unless the subsidiary portion covered by it is particularly important.

But except in *incunabula* and other books of exceptional rarity or oddity, this superstitious veneration of the title page and the halting and partial deviation from the tradition of bibliographers must give place to a bold assertion of the cataloguer's independence of the bibliographer's rule. If the purpose of a library catalogue is borne in mind, it is bound to be conceded that, other things being equal, that title-portion is best which can be taken at a glance. With this in view and in view of what has been said about "(9)" in the commentary on rule 1 this code would confer the right of contribution to the title-portion on "(2)", "(4)" and "(6)" only in general and, in exceptional circumstances, extend it to "(5)". It would throw off the yoke of bibliographical tyranny by refusing, further, to indicate the omissions of the other parts, by dots or in any other way.

Nay, it would go even further and apply the scissors, if necessary, to the title as well. As Cutter puts it "Many a title a yard long does not convey as much meaning as two well-chosen words." That is the import of the next rule.

131 TITLE

131 The first part of the first sentence is to be a transcription, or transliteration if it is not in Roman Alphabet, of such relevant portion of the title as is essential to convey a correct idea of the contents, scope and orientation of the book and necessary to make the extract read properly. Square brackets in the title page, if any and if retained are to be replaced by angle brackets.

See rules 032, 0321, and 037—0373 for the style of writing the title.

The last paragraph of the commentary under rule 1301 is not to be interpreted, however, as giving the cataloguer a licence to show scant courtesy to the title. It must be remembered that the title is the name of the book and "should not be changed but by act of legislature" as Cutter puts it in his inimitable way. "Our necessities oblige us to abbreviate it, but nothing obliges us to make additions to it or to change it without giving notice to the reader that we have done so"; *see* rules 1312 and 1313.

The art of abbreviation and addition is a matter of skill and experience. No cut and dry instruction can be given. The utmost a beginner may be told by word of mouth is put pithily by Cutter in his rules 226 and 227. "Omit puffs[1] and many *descriptive words* which are

(1) *Ex.* A. (plain) treatise on; an (exact and full) account.

implied either by the rest of the title[2] or by the custom of books of the class under treatment[3], and those descriptive phrases which, though they add to the significance of the title, do not give enough information to pay for their retention[4]. Omit all other unnecessary words ".

(2) In "compendious pocket dictionary", either compendious or pocket is superfluous.

(3) *Ex.* Nekrolog, 1790-1800 (enthaltend Nachrichten von dem Leben merkwurdiger in diesem Jahre verstorbener Personen).

(4) "By an American not by birth but by the love of liberty."

Omitted Portions

13101 Words occurring in the part contributing to the title portion and not directed to be ignored by Rule 13 or any of its subdivisions explicitly or implicitly, but omitted, are to be represented by three dots if they occur at the beginning or in the middle of the sentence and by the word 'etc.' if they occur in the end.

It may be stated explicitly that the omission of the name of the author or authors or of the imprint or of the name of series or of the printer's devices, or of the mottoes or of the quotations, if any, need not be indicated as provided in this rule as these do not contribute to the title-portion. (*See* commentary on rule 13). This applies also to authors' names occurring in the possessive case.

1311 Initial articles or honorific words, if any, are to be ignored if their presence is not necessary to make the title read well.

Examples

In the following titles, the words shown within circular brackets may be conveniently replaced by "..."

or by "etc.", as the case may be, and the portion italicised is to be ignored altogether, as it contributes to the Heading:—

1. "The travels of *Sig. Pietro della Valle, a noble Roman* into East-India and Arabia Deserta. (In which, the several countries, together with the customs, manners, traffique, and rites both religious and civil, of those oriental princes and nations, are faithfully described:) in familiar letters to his friend Signior Mario Schipano".

2. "The life of Samuel Johnson, (LL.D., comprehending an account of his studies and numerous works, in chronological order; a series of his epistolary correspondence and conversations with many eminent persons; and various original pieces of his composition, never before published; the whole exhibiting a view of literature and literary men in Great Britain, for near half a century, during which he flourished) *by James Boswell, Esq.*"

3. "In Ashanti and beyond (the record of a resident magistrate's many years in tropical Africa, his arduous and dangerous treks both in the course of his duty and in pursuit of big game, with descriptions of the people, their manner of living and the wonderful ways of beasts and insects) *by A. W. Cardinall*, F.R.G.S., F.R.A.I., *District Commissioner, Gold Coast; author of Natives of the Northern Territories of the Gold Coast", "A Gold Coast Library", etc.* (with illustrations and maps).

However, such verbose titles are nowadays going out of fashion.

The Main Entries of these books are to be as shown hereunder :—

---

1. U8:4:K1 A

VALLE (Pietro della).

The travels into East India and Arabia Deserta . . . in familiar letters to his friend Signior Mario Schipano.

5705

---

2. O:6L09*w* B7

BOSWELL (James).

Life of Samuel Johnson, etc.

3314

---

3. U8:655:N1 F7

CARDINALL (Allan Wolsey).

In Ashanti and beyond, etc.

45315

1312 If the title is to be supplied by the cataloguer or if any addition is to be made to the existing title to make it read well, the words supplied by the cataloguer are to be brief and in the language of the title page. They are, further, to be enclosed in square brackets.

For example, one of the volumes in the 'Mermaid series', gives only the following information on its title page:

"Thomas Otway | with an introduction and notes, by | the Hon. Roden Noel"

In this case the Main Entry has to be as follows, but for the note portion.

O :2K52*x* B8
OTWAY (Thomas).
[Best plays, ed.], by Roden Noel.
2792

1313 If the title page contains two or more alternative titles, they are all to be given in the title portion of the Main Entry, connected by the word "or" or by the symbol ":" or in any other suitable manner.

Example

E*v*1:N2 F8
JONES (T. W.).
Hermes or the future of chemistry.
51070

(The note-portion has been omitted in this example).

132 COLLABORATORS

132 Subject to the subdivisions of this rule, the second part of the first sentence is to be a transcription or transliteration as the case may be, of that part of the title page which gives the information mentioned in class '2' of Rule 13.

13201 All words descriptive of or qualifying the names or describing or elaborating the role of the collaborators, except

hereditary titles, and standardised and simple words like 'ed. by' and 'tr. by' which describe the function, are to be ignored. In the case of translations, the edition of the original, if any, is not to be ignored.

1321 The names, which occur in this part of the title page but have been used to contribute to the Heading, are to be ignored.

Examples of Main Entries:—

NOTE.—*In some of the examples that follow, rule* 133 *and its subdivisions are anticipated and the full entry is given, as it is intended to refer to them later.*

---

1. 1 113GO

SCHNEIDER (Georg).

Handbuch der Bibliographie. Ausg. 4.

62168

---

2. A*l*3:K62*v*N1 E2

ROYAL SOCIETY OF LONDON.

The record of the Royal Society of London. Edn. 3.

15449

In this book, the title page reads,

"The record | of | the Royal Society | of London third edition | entirely revised and enlarged."

The Heading is supplied by the cataloguer and the words in the last line are ignored.

3. Av5:G5 F7

HASKINS (Charles Homer).

Studies in the history of mediæval science. Edn. 2. 59915

In this example, the official position of the author, though mentioned on the title page, has been ignored.

4. B 122E4.

ZORETTI (Ludovic).

Lecons de mathematiques generales, etc. 13617

In this case, the designation of the author, *viz.*, " Professeur a la faculte des sciences de Caen ", given on the title page, has been ignored. Further, the words " avec une preface de P. Appell " have been replaced by " etc." as the preface is not of great importance.

5. C30D1 F7

DAVIS (A. H.) and KAYE (George William Clarison).

Acoustics of buildings. 44654

In this example, the academic distinctions and the official positions of the authors have been ignored though given on the title page and the initials of one of them have been expanded.

6. F D4

WAGNER (Rudolf Von).

Manual of chemical technology rev. by Ferdinand Fischer and tr. and ed. by William Crookes from the thirteenth German edn. 11752

The title page of this book reads as follows:—

"Manual | of | chemical technology | by | Rudolf Von Wagner | translated and edited by | Sir William Crookes, F.R.S. | past pres. C. S., pres. Inst. E.E. | from the thirteenth enlarged German edition as remodelled by | Dr. Ferdinand Fischer | with 596 illustrations | reprinted 1904."

Fischer's preface makes it clear that the revision is substantial but not sufficient to replace the name of Wagner by that of Fischer in the heading. This case illustrates the liberty that the cataloguer is obliged to take occasionally in re-arranging the information given on the title page, to make the title-portion of the entry read well, with the least verbosity.

---

7. H F8

BRIGHAM (Albert Perry).

Geology, rev. by Frederick A. Burt.

52141

In this book, the title page is as follows:—

"Geology | by | Albert Perry Brigham, Sc.D., L.H.D., LL.D., | Professor of Geology in Colgate University | revised and expanded by Frederick A. Burt, B.S., F.A.A.S., | Associate Professor of Geology in the Agricultural | and Mechanical College of Texas."

---

8. O:6xM8 F5

QUILLER-COUCH (Arthur). *Ed.*

Oxford book of English prose.

35282

A copy of the title page of this book has been given as example 1 under rule 1261.

---

9. P G2

GARDINER (Alan Henderson).

Theory of speech and language.

74793

In this book, the title page is as follows:—

" The theory of | speech and | language | by | Alan H. Gardiner | Fellow of the British Academy."

---

10. R66 :5*x*3 15E6

RAMANANDA SARASWATI. *Comm.*

Vedanta darsana with comm. Brahmamrita-varsini ed. by S. Vyankataramana Aiyer.

17392

The title page of this book is both in Sanskrit and in English and the English portion has been transcribed in the example 1 under rule 1263.

---

11. T :54*p*21 :N32 G2

HEALTH PROPAGANDA. BOARD. Madras. CONFERENCE OF MEDICAL INSPECTORS.

Proceedings.

73882

The title page of this book reads

" Proceedings of the conference of | medical inspectors of schools | with a foreword | by | W. E. Smith, Esq., M.A., | Director of Public Instruction, Madras. | Health Propaganda Board. | Madras."

The foreword is not of sufficient importance and hence the portion of the title page relating to it is replaced by " etc."

12. T3:44:A F7

GREAT BRITAIN. EDUCATION (Board of —). ADULT EDUCATION COMMITTEE.

Natural science in adult education.

46399

In this case, the title page contains the title only. The heading had to be re-constructed from the information contained in the book.

13. V2:21xM58 E7

INDIA. VICEROY AND GOVERNOR GENERAL. HARDINGE (*Baron*). 1910-15

Speeches.

50398

In this case, the title page reads as follows:—

"Speeches of | His Excellency, the Right Hon'ble | Baron Hardinge of Penhurst, | G.C.B., G.M.S.I., G.C.M.G., G.M.I.E., G.C.V.O., I.S.O., C.V.O., | Viceroy and Governor General of India, | 1913-1916."

14. V21:1:N3 G3

MADRAS.

Madras Presidency, 1881-1931, by G. T. Boag.

74723

15. X E9

TURNER (John Roscoe).

Introduction to economics. 34459

In this example the only words ignored are those giving the official position of the author, *viz.* "Professor of Economics and Dean of Washington Square College, New York University."

---

16 Y1 G3

COOLEY (Charles Horton), etc.

Introductory sociology.

74751

The title page of this book reads as follows:—

INTRODUCTORY SOCIOLOGY

CHARLES HORTON COOLEY

Late Professor of Sociology, in the University of Michigan

ROBERT COOLEY ANGEL AND LOWELL JUILLIARD CARR

Associate Professor of Sociology in the University of Michigan. *Assistant Professor of Sociology in the University of Michigan.*

TWO COLLABORATORS

1322 Subject to Rule 1321, if two Names occur under any one kind of collaborator both the names are to be written out.

Example

N244:C E7

FOUCHER (Alfred).

Beginnings of Buddhist art . . . , tr. by L. A. Thomas and F. W. Thomas, etc.

9216

In this book, the title page reads:

"The beginnings of | Buddhist art | and other essays | in Indian and Central-Asian archæology | by | A. Foucher | of the University of Paris | revised by the author and translated by | L. A. Thomas and F. W. Thomas | with a preface by the latter."

THREE OR MORE EDITORS, ETC.

1323 Subject to Rule 1321, if three or more names occur under any kind of collaborator, the first name alone is to be written out followed by the word 'etc.'.

Example

BxM87 F7
RAMANUJAN (Srinivasa).
Collected papers, ed. by G. H. Hardy, etc.
46878

In this book, the title page reads:
"*Collected papers of* | Srinivasa Ramanujan | *edited by* | G. H. Hardy | P. V. Seshu Aiyar | *and* | B. M. Wilson."

133 EDITION

133 Information regarding edition is to be given only in the case of the second and later editions and editions having special names.

1331 If the edition is to be described numerically, the appropriate number is to be written after the word 'Edn.'.

See rule 038 for style of writing.

e.g., Edn. 5.

1332 If the edition has a special name, initial article and honorific word, if any, are to be omitted.

e.g., Centenary edn.

14 NOTE

Choice

14 The note, if any, is to be written as a single paragraph made up of one or more of the following parts, in order, in so far as they are applicable to the book:—

1. Series note;
2. Interdependent series note;
3. Extract note;
4. Change of title note; and
5. Extraction note.

There has been always some difference of opinion with regard to the utility of mentioning the series to which a book belongs and with regard to giving a series index entry to a book. Quinn seems, for example, to suggest a compromise,

"Experience goes to prove that such entries have little practical value and are sometimes dispensed with altogether. The statement in the main-entry showing that the book belongs to a particular series, is found to be sufficient for most purposes, especially in such a series as the *International Scientific* where the subjects are so varied as to have no unity, no relation to one another, or characteristics in common. There is something to be said in favour of a series-entry in the case of a biographical or similar series where the various volumes are more or less akin or connected in subject, though it is seldom that people either want to read through a series systematically or wish to know what volumes are contained in it.

Probably it is more desirable to enumerate under a series-heading the works published in connection with

lecture trusts like the Bampton, Boyle, Gifford, Hibbert, Hulsean, Swarthmore, and others as they are usually founded to advocate some special purpose, and therefore each book in the series has some underlying similarity.''[19]

This question is again reverted to towards the end of chapter 3.

1401 Each independent note as well as each sequence of interdependent notes is to be enclosed in circular brackets and is to be deemed to be a separate sentence.

1405 An Extraction Note is to be put within inverted commas.

SERIES NOTE

Rendering

141 A series note is to consist successively of

1. the name of the series, omitting the initial article or honorific word, if any;
2. a comma;
3. the words " ed. by ", followed successively by the name of the editor or editors of the series and a comma, if the series has an editor or editors; and
4. the serial number.

See chap. 07 for definition of ' Series '.

See rules 032-0321, 034 and 037-0373 for place and style of writing respectively.

---

19 QUINN (J. Henry) and ACOMB (H. W.). Manual of cataloguing and indexing, P. 194.

1410 If the name of the series occurs in several parts of the book with variant forms, use that which gives the maximum information required.

1411 If the name of the series does not individualise it, without the addition of the name of the Corporate Body, if any, which is publishing or is associated with the series, the name of that Body is to be added before or after the name of the series, whichever is appropriate, with the necessary connecting words and punctuation marks, if any.

See examples 1-4, 6, 9, 11 and 13 under rule 14142.

14111 If the name of the series is made up of two names, *viz.*, those of a major series and a minor series, the volumes not being serially numbered under the major series, the names of both the series are to be given in order with a comma separating them, if the name of the second series alone does not individualise it.

See example 14, under rule 14142.

1413 If there are two editors, the names of both are to be written with the conjunction 'and' connecting them.

See example 8 under rule 14142.

14131 If there are three or more editors, the name of the first editor alone is to be written followed by the word, 'etc.'.

See examples 10 and 12 under rule 14142.

1414 The Serial Number is to be the Number indicating the order of the book in the series, as is given by the publisher.

See examples 2-5, 13 and 14 under rule 14142.

14141 If the publisher has not assigned serial numbers, the books are to be given serial number in the order of the accession or in any other convenient order.

See examples 1, 8, 10, 15 and 16 under rule 14142.

14142 If more appropriate, the serial number may be replaced by a year or a year and a number or any other similar entity appropriate to the book.

See examples 6, 7, 9, 11 and 12.

Here are some examples. The books belonging to the same series as this book are given as the first four examples with a view to using them later to illustrate rule **32241**.

---

1. 2z7 F9

LIBRARY. *First word.*

Library movement, a collection of essays by divers hands, etc.

(Madras Library Association, publication series, 1). 53861

Information about foreword and message, contained in the title page is replaced by " etc." as they do not form a substantial part of the book.

---

2. 2 G1

RANGANATHAN (Shiyali Ramamrita).

Five laws of library science etc.

(Madras Library Association, publication series, 2). 66519

Information about foreword and introduction, contained in the title page is replaced by " etc.", as they do not form a substantial part of the book.

---

3. 251qN33 G9

RANGANATHAN (Shiyali Ramamrita).

Colon classification. Edn. 2.

(Madras Library Association, publication series, 8).

92174

---

4. 25515qN34 H5

RANGANATHAN (Shiyali Ramamrita).

Classified catalogue code, etc. Edn. 2.

(Madras Library Association, publication series, 13).

11601

In these four examples, the bare name of the series, *viz.* " Publication series " is not sufficient to individualise it. Hence, the name of the Corporate Body responsible for the series is prefixed, as required in rule 1411.

The name of the series is not given on the title page, but is given on the half-title page in the last three books, and the serial number also occurs there.

But in the case of the first example, the name of the series does not occur anywhere in the book. However, the later publications forming examples 2 to 4 definitely refer to this book as the first volume of the series. Hence, the series note is added in its case also. This is an extreme example of the cataloguer having to use information outside the book to form the note. But such cases will be only very occasional.

5. B 113E0
SCHUBERT (Hermann).
Elementare Arithmetik und Algebra. Aufl. 2.
(Sammlung Schubert, 1). 54497

In this book the name of the series is printed as the first line of the title page and the serial number also is printed along with it.

6. C82 G1
SAHA (Megh Nad).
Six lectures on atomic physics.
(Patna University, readership lectures, 1927).
74937

In this book, the information about the name of the series is given on the title page in the form " Readership lectures delivered before the Patna University, 1927 ". The name of the University has to be prefixed to the name of the series, in accordance with rule 1411, as the name of the series does not get individualised without this addition.

In a case like this, it is more convenient to replace the serial number by the year number, as provided for in rule 14142.

7. E2131:C47 G1
SEN (Hemendra Kumar).
High temperature flames and their thermodynamics.
(Sukhraj Ray readership lectures in natural science, 1926|1927). 74939

In this book, the title page gives the additional information that this readership lecture series is of the Patna

University. But, the name of the series gets individualised even without prefixing the name of the university. Hence rule 1411 is not applicable.

But it will be seen later, in chapter 4, that the name of the series with the name of the University prefixed to it is to be treated as an alternative name of the series for cross-reference purposes.

In this case also, the year may well take the place of the serial number in accordance with rule 14142.

---

8. J:1 G0

WORTHEN (Edmund L.).

Farm soils, their management and fertilisation.

(Wiley farm series, ed. by A. K. Getman and C. E. Ladd, 2). 55145

The names of the series and of its joint editors are given on the half-title page. As there are only two editors for the series, the names of both of them are given in the note in accordance with rule 1413.

Although the volumes of the series are not actually numbered by the publisher, the verso of the half-title page gives a list of the volumes of the series, in which the name of this book occurs as the second. Hence the serial number of the book is fixed as " 2 " in accordance with rule 14141.

---

9. L25:4241y8 G0

LEWTHWAITE (Raymond).

Experimental tropical typhus in laboratory animals.

(Bulletin from the Institute for Medical Research, Federated Malay States, 1930, 3).

70697

In this case, the name of the series occurs on the title page. The numbering of the volume is also given there. Each year, a varying number of volumes is published. The volumes published each year are numbered amongst themselves serially. Hence the serial number is given as " 1930,3 " in accordance with rule 14142.

---

10. O13:5C58x 111F7

Isaeus.

[Works], tr. by Edward Seymour Forster.

(Loeb classical library, ed. by E. Capps, etc., 202).

53421

The names of three editors are mentioned under the name of the series, which is given on the half-title page. Hence the name of the first mentioned editor alone is given in accordance with rule 14131.

The serial number is not given anywhere inside the book but it is blind-tooled near the lower back-corner of the cloth cover of the end board forming the publisher's case.

---

11. R3:Q:368 F2

Pringle-Pattison (Andrew Seth).

Idea of immortality.

(Gifford lectures, University of Edinburgh, 1922).

40001

In this case, although the name of the series contains a personal name, it does not individualise the series, as by the will of Lord Gifford, there are four sets of Gifford lectures delivered in the four Scottish University centres. Hence, the name of the centre has to be added to the name of the series to individualise it.

It is easily seen that, in a case like this, it is more convenient to use the year of delivery of the lecture instead of the serial number, *i.e.*, to follow rule 14142.

---

12. S:43*v*5:H0 F7

Bundy (Murray Wright).

Theory of imagination in classical and mediaeval thought.

(University of Illinois studies in language and literature, ed. by William A. Oldfather, etc., V. 12, Nos. 2-3).

60507

In this case, the names of three editors are mentioned on the half-title page, which gives the name of the series. Hence, the name of the first mentioned editor alone is given in the note, in accordance with rule 14141.

This series consists of a number of monographs, normally issued four per annum. All the volumes published in a single year receive the same volume number. The individual monographs belonging to a given volume are normally numbered serially as 1, 2, 3 and 4. However, when a monograph is beyond a certain size, it appears to take the place of two issues and receives two serial numbers, as it happens in the example given above. Thus the series number of this book takes the peculiar form "V. 12, Nos. 2-3" as provided for in rule 14142.

---

13. T15:3:B1:S F7

Judd (Charles Hubbard).

Psychological analysis of the fundamentals of arithmetic.

(University of Chicago, supplementary educational monographs, 32). 45498

The name of the series as well as the publications of the series with their respective serial numbers is given in the inside and outside of the end cover. The list is headed by the words " Publications of the department of education, the University of Chicago ". As the name of the series does not, by itself individualise it, the name of the university is prefixed to the name of the series in accordance with rule 1411.

---

14. V262:1:L9 G1

ASPINALL (A.).

Cornwallis in Bengal, etc.

(Publications of the University of Manchester, historical series, 60).

69578

In this example, the bare name of the series, *viz.* " Historical series " is not sufficient to individualise it. Hence the name of the major series to which this belongs is prefixed as required in rule 14111. The books do not receive separate serial numbers in the major series.

The name of the series occurs in the half-title page. The serial number also is found in the half-title page.

The " etc. " represents five lines of the title page omitted in writing the title-portion.

---

15. Wv41:C5 G2

HSU (Leonard Shihlien).

Political philosophy of Confucianism, etc.

(Broadway oriental library, ed. by Clement Egerton, 3).

7474

The name of the series occurs on the half-title page but not on the title page. The half-title page does not

give the serial number. But the verso of the half-title page gives a list of the volume belonging to the series. This book appears third in that list.

The "etc." represents three lines of the title page, omitted in writing the title portion of the catalogue. The omitted lines read "an interpretation of the social and political ideas of Confucius, his forerunners, and his early disciples."

---

16. Y135 G2

DAVIE (Maurice R.).

Problems of city life, etc.

(Wiley social science series, ed. by Henry Pratt Fairchild, 1).

74753

The name of the series occurs only on the verso of the half-title page. That page contains also a list of the volumes belonging to the series, without assigning serial numbers to them. As this book occurs as the first item in the list, it has been given the serial number "1".

THESES

1415 Publications of theses submitted to a university or any other body are to be deemed to belong to a series, whose name is to consist, in order, of the following:—

1. The name of the university or body;
2. A comma; and
3. The word "theses".

Examples

1. 015:9vK5 111F9

SANKARAN (A.).

Some aspects of literary criticism in Sanskrit or the theories of rasa and dhwani.

(University of Madras, theses, 1925, 1).

58166

The title page contains the information that it is a research thesis. The year of the thesis is inferred from the preface and, in the absence of any other information to the contrary, it is marked as No. 1 of the published theses presented in 1925.

2. E788:982 F5

ANDERSON (Robert S.).

Influence of mutameric forms of glucose and of fructose on invertase action.

(Columbia University, Faculty of Pure Science, theses, 1925, 1).

38559

The title page contains the information that this is a research thesis.

This form of note is purely optional. It may not be necessary in ordinary libraries. But, in scientific and university libraries, the information contained in this form of note and the related Index Entry is found to be of great help to research workers as well as to the Reference Staff helping such research workers.

PSEUDO-SERIES

1416 A set of volumes which do not constitute a multi-volumed book but have each a distinctive title and in addition possess

a generic title or specification in common (not amounting to a publisher's series) are said to constitute a Pseudo-Series and the generic title or specification is to be taken as the name of the Pseudo-Series.

Examples

---

1. C5 G3

GRIMSEHL (E.).

Optics ... tr. ... by L. A. Woodward.

(Grimsehl (E.): Textbook of physics, ed. by R. Tomaschek, 4).

81379

The title page of each of the 5 V. of the set, of which the above book is the 4th, contains the generic title given in the series note. The volumes have no common index. The Laws of Library Science will be better observed if each volume is treated, *i.e.* classified, catalogued and shelved on the basis of its own specific subject. And yet the catalogue should help the reader to collect all the volumes of the set readily and to take all the titles at a glance. To this end, the Pseudo-Series note is given, as this would give rise to an Added Entry under the name of the series featuring all the volumes together in their serial order.

---

2. O142:3M28:1 111F8

TOLSTOY (Leo).

Childhood, boyhood and youth.

(Works of Leo Tolstoy, centenary edn., 3).

49834

The binder's title of each of the 21 V. of the set, of which the above book is the 3rd., contains the generic

specification 'Works of Leo Tolstoy' and the serial number. The serial numbers of the several volumes are also given on p. 505 of the last volume. The set has no common index and it covers the biography, the dramas, the novels and the prose pieces of Tolstoy. The Laws of Library Science will be better observed if the volumes of the set are treated, *i.e.* classified, catalogued and shelved, on the basis of their respective specific subjects. And yet the catalogue should help the reader to collect together readily all the volumes of the set. This it can do by giving the Pseudo-Series note mentioned, as this would give rise to an Added Entry in the Alphabetical Part under the name of the series which will have all the volumes of the set entered in their serial order. Further, there will also be a Cross Reference Index Entry directing those who look up under 'TOLSTOY (Leo): WORKS' to look for details under 'WORKS OF LEO TOLSTOY'.

---

3. R66:5*x*1 15E0.1-.3

SANKARA.

Brahmasutra bhashya. 3 V.

(Works of Sri Sankaracharya, 1-3).

17375-7

Each of the 20 V. of the collected works of Sankara brought out by the Vani Vilas Press has in addition to its specific title-page a generic title-page with the words "Works of Sri Sankaracharya" and the appropriate serial or volume number. The Pseudo-Series note will give rise to a series entry which will feature all the volumes of the set in serial order and the Cross Reference Index Entry with the Heading "SANKARA: WORKS" will direct the readers' attention to that Pseudo-Series Entry.

4. V31:1:K0 E8

INNES (Arthur D.).

England under the Tudors. Edn. 5.

(History of England ed. by Charles Oman, 4).

5012

5. T*v*1-3:N2 F4

NEWTON (Arthur Percival).

Universities and educational systems of the British Empire.

(British Empire, a survey, ed. by Hugh Gunn, 10).

45846

It is difficult to decide whether examples 4 and 5 are cases of series or pseudo-series. They are on the border line.

6. L17:47:4 G7

HERTZLER (Arthur E.).

Surgical pathology of the diseases of the neck.

(Hertzler's monographs on surgical pathology, 9).

98523

142 MULTIPLICITY OF SERIES

Rendering

142 If a book belongs to two or more series, the notes corresponding to them are to be called

1. independent, if the individualisation of the name of each series is independent of the names of the other series; and

2. otherwise, a sequence of inter-dependent series notes.

1421 Each independent series note is to be constructed in accordance with Rule 141 and its subdivisions.

Example

N844x3 15F8

MATANGAMUNI

Bṛhaddeśī, ed. by K. Sāmbaśiva Śāstri. (Trivandrum sanskrit series, 94). (Setu Lakṣmī prasādamālā, 6).

51608

In this case, the book gets a serial number in two series and the name of either series is individualised by itself, without the help of the other. Hence, the two series notes are independent and they are enclosed in separate brackets of their own.

It may also be added, that the name of the second series, as it is given on the title page, begins with the honorific word "Sri". It is omitted in the catalogue entry in accordance with rule 141.

INTERDEPENDENT SERIES NOTE

1422 In the case of a sequence of inter-dependent series notes, the primary series note is to be constructed in accordance with Rule 141 and its sub-divisions. This note is to be followed by

1. a semi-colon;
2. the name of the secondary series;
3. a comma;

4. the serial number of the book in the secondary series, constructed in accordance with Rule 1414 and its subdivisions.
5. a semi-colon;
6. the name of the ternary series;
7. a comma;
8. the serial number of the book in the ternary series; and so on.

Example

O:2J96:9 E4

PARLIN (Hanson T.).

Study in Shirley's comedies of London life.

(Bulletin of the University of Texas, 371; humanistic series, 17; studies in English, 2).

72005

This is a case of three interdependent series notes forming a sequence. The second and the third do not get individualised unless the first is given.

142201 If the books are not numbered by the publisher in a member of such a sequence of series, other than the last subseries, that member is not to be given a note of its own in the sequence of interdependent series notes, but its name is merely to be used to individualise the name of the succeeding subseries in accordance with Rule 14111.

142202 If the publisher has not given serial numbers in the last subseries, they are to be given by the cataloguer in accordance with Rule 1414 and its subdivisions.

Example

X9M7:915:42:N2 G1

MATSUOKA (Asa *Miss*).

Labour conditions of women and children in Japan.

(Bulletin of the United States Bureau of Labour Statistics, 558; industrial relations and labour conditions series, 10).

40002

This is obviously a case of interdependent series notes. The volumes get numbered in the first mentioned series, but not in the second. However, the end pages give the lists of the volumes belonging to the various secondary series that are included in the major series. From that number it is inferred that this volume is the tenth in its secondary series.

It may be remarked here also that the work is a pamphlet and its Book Number should, therefore, be underlined. The subject is a very specialised one and hence its call number is proportionately long. Further the book deals only with the textile industry.

ALTERNATIVE NAMES OF SERIES

1423 If a series has alternative names, the names are to be written one after the other, with an intervening " or ".

Example

015:1D40:3 . G1

KALIDASA.

Meghaduta, with three commentaries, the Sanjivini by Mallinatha, Charitravardhini by Charitra Vardhanacharya, and Bhavaprabodhini by Narayan Sastri Khiste, ed. by Narayan Sastri Khiste.

(Kashi Sanskrit series or Haridās Sanskrit granthamālā, 88; kavya section, 14).

72098

---

143 EXTRACT NOTE

Rendering

143 An Extract Note is to consist successively of

1. the descriptive words "*Extract from*", or "*Supplement to*", as the case may be; and
2. the specification of the work from which it is an extract.

1431 If the extract is from a Periodical Publication, the specification is to consist successively of

1. the name of the Periodical Publication;
2. a fullstop; and
3. the number or the year or both of the volume of the Periodical Publication, the number and the year being separated by a fullstop.

Example

2*h*7362 F1

SWANTON (W. I.). *Comp.*

Libraries in the District of Columbia, etc.

(Reprints and circular series of the National Research Council, 20). (*Extract from* Special libraries. V. 12. 1921).

54855

This is a case in which the book is an extract from a periodical and at the same time forms a volume of a series. Hence, there are two independent notes; firstly the series note and secondly the extract note.

See also rule 862 and its subdivisions.

14311 If the name of the Periodical Publication does not individualise it, it is to be preceded, in order, by a colon and the name of the Body or Person conducting it.

14312 If the extract is from a book, the specification is to consist successively of

1. the Heading of that book;
2. a colon;
3. the short title of that book the first word of the title beginning with capital letter;
4. a fullstop; and
5. if possible and necessary the parts, chapters or pages of the book from which it is extracted.

provided that 1 and 2 are to be omitted if the Heading is the First Word of Title.

Example

2:Z2q G1

RANGANATHAN (Shiyali Ramamrita).

Model library act.

(*Extract from* Ranganathan (Shiyali Ramamrita): Five laws of library science. Pp. 256-271).

40003

---

144 CHANGE OF NAME NOTE

Rendering

144 A Change of Name Note is to consist successively of

1. the directing words like "*Published previously as*" or "*Published later as*" or "*Published in U.S.A. as*" as the case may be; and
2. the other title or titles under which it has appeared, the successive titles, if there be more than one, being separated by semi-colons.

Example

Y131:1:7:2:N2 F9

BRAYNE (Frank Lugard).

Remaking of village India.

(*Published previously as* Village uplift in India).

54137

1441 If the book has different earlier as well as different later names, the Change of Name Note is to consist of two notes, one for the earlier names and one for the later names

145 Extraction Note

145 An Extraction Note is to consist successively of

1. the directing words "*For extracts see*" and
2. the Call Numbers of the Extracts written as separate sentences.

It is to be remembered that this kind of note is to be put within inverted commas.

Example

---

2 G1

Ranganathan (Shiyali Ramamrita).

Five laws of library science, etc.

(Madras Library Association, publication series, 2).

"*For extracts see* 2:Z2*q* G1 and 2*v*1:N2 G1".

66519

---

15 Accession Number

15 The Accession Number is to be taken from the back of the title page. It would have been assigned by the accessioner.

See rules 035—0351 and 038—0382 for style of writing.

Back of the Card

16 The back of the Main Entry card is to furnish information as to what additional entries have been made for the book, *viz.*,

(1) Cross Reference Entry;

(2) Class Index Entry;

(3) Book Index Entry; and

(4) Cross Reference Index Entry.

1601 The back of the Main Entry card is to be imagined to be divided into two halves by a line drawn parallel to its shorter sides. The two halves are to be called the Left half and the Right half respectively.

1602 The Right half is to be imagined to be divided into three convenient parts by two imaginary lines drawn at convenient distances parallel to the longer sides of the card. The parts are to be called the upper part, the middle part and the lower part.

161 One line of the Left half is to be devoted to each Cross Reference Entry. It is to contain, in order,

(1) the Class Number which forms the Leading Section of the Cross Reference Entry; and, if possible,

(2) the word "Pp." followed by the pages of reference, or the word "part" followed by the number of the part, or both.

162 The Right half is to contain all the Headings used as Leading Sections of the Index Entries and the Cross Reference Index Entries of the book.

1621 The upper part is to give, in succession, the Headings used for the Class Index Entries.

See rule 311.

1622 The middle part is to give in succession the Headings used for the Book Index Entries.

See rule 321.

1623 The lower part is to give in succession the Headings used for Cross Reference Index Entries.

See rules 411, 421, 431, 441 and 451.

CHAPTER 2

SIMPLE BOOK

Cross-Reference Entry

2 A Cross-Reference Entry is to consist of the following sections in the order given:—

1. the Class Number of the specific subject from which the book is referred (Leading Section);
2. the directing words "*See also*";
3. the Call Number of the book; and
4. the Heading of the book, a colon, the short title of the book with the initial letter in capital, a full stop and chapters or pages of reference, if necessary, provided that (1) if Heading is a Personal Name, the Forenames are to be omitted, (2) if the Heading is in two or more sentences, the full stops in it are to be replaced by commas and (3) if the Heading is First Word of Title, the Heading and the colon are to be omitted.

21 The Class Number of the specific subject from which the book is cross-referred is to be furnished by the classifier in accordance with the rules of classification.

23 The Call Number is to be the same as in the Main Entry.

24 The Heading is to be the same as in the Main Entry but modified as prescribed in Rule 2.

25 If the reference is not to the whole book but only to portions of it, the chapter or the pages in which the topic is dealt with are to be given.

See rules 0241-02411 for 'Short title' and 0311, 032-0321 and 036-0367 for style of writing.

To distinguish the Cross-reference cards from the Main cards easily, a differentiation in colour may be used. For example, the Main cards may be white and the Cross-reference cards may be light red.

Examples

---

1. B*w*M87

   See also

   B*x*M87 F7

   Ramanujan: Collected papers. Pp. *xi—xix*.

See example under rule 1323 of chapter 1 for the Main Entry.

This is the only biography of Ramanujan that has been published so far. Unless it is brought out by the Cross-reference card, it may be missed by the readers. But, if the card is written out, such a contingency and waste of time will be eliminated for ever.

2. Lv2:D4
See also
V2:5z8V51:D4 F0
Banerjee: Hellenism in ancient India.
Pp. 186-207.

3. LAaN2
See also
V2:5z8V51:D4 F0
Banerjee: Hellenism in ancient India.
Pp. 206-207.

It can be easily seen that few readers could be expected to think of Banerjee's book in tracing material on the history of medicine in India. Nor could they expect a good bibliography of the Āyurvēdic system of medicine in this book. But for these Cross-reference cards, even the reference staff of the library may not get scent of these references, except with repeated loss of time. Further, it may even happen that this is the only book in the library bearing on the subject. If these Cross-references are not given, many a reader may go disappointed, while the information they sought was lying hidden in the printed pages, heaped unanalysed in the library.

Multifocal books are quite common. Classification, as it has been developed till now, is unable to deal with them and looks to the catalogue to make up for the deficiency.[20] Reference service can not be efficient unless the catalogue

20 RANGANATHAN (S. R.). Prolegomena to library classification. 1937. (Madras Library Association, publication series, 6). Pp. 147-8.

RANGANATHAN (S. R.). Library classification: fundamentals and procedure. 1944. (Madras Library Association, publication series, 12). Sec. 241.

gives Cross-Reference Entries or Subject Analyticals[21]. However, this type of entries leads to civil war, as it were, among the Laws of Library Science and a compromise is to abstain from giving such entries in the case of books which have been analysed in published bibliographies.[22]

CHAPTER 3

SIMPLE BOOK

INDEX ENTRY

3 An index entry is to be one of two types, *viz.*

1. Class Index Entries indexing every division in the Schedule of Classification, which occurs in the Main Part of the Catalogue and every one of the other Classes mentioned in Rule 311;
2. Book Index Entries which relate to specific books only and index certain items occurring in the different sections of their respective Main Entries;

The cards belonging to both these types of Entries are to be arranged, as already stated in chapter 06, in one alphabetical sequence, along with the cards containing Cross-reference Index Entries. In a sense, the Index part of the Catalogue, so constituted, serves most of the purposes of a Dictionary Catalogue.

---

21 RANGANATHAN (S. R.) and SUNDARAM (C.). Reference service and bibliography. V. 1. 1940. (Madras Library Association, publication series, 9). Sec. 3331.

22 RANGANATHAN (S. R.). Theory of library catalogue. 1938. (Madras Library Association, publication series, 7). Chaps. 32-33.

If it is remembered that the number of cards in this part of the catalogue is likely to be large, it may be convenient to have some means of distinguishing, at mere sight, the type of Index entry contained in a card. This can be secured by a carefully worked out colour scheme. For example, the book index entries may be in white cards and the cross-reference index entries, described in chapter 4, may be in red cards. The class index entries may be in black-edged cards. When the colour is to be other than white, it may not be necessary to colour the whole card. It is sufficient for our purpose, and it may also add to clearness, if the top edges alone are coloured.

Class Index Entry

31 A Class Index Entry is to consist of the following sections in the order given:—

1. **the Heading (Leading Section); and**
2. **the Intermediate Item and the Index Number.**

In the second section the two parts are to be deemed to form one sentence.

The only part of this Code which is not of direct general application, irrespective of the Classification Scheme used, is this section of Class Index Entries. Rule 31 and its subdivisions have been specially framed to suit the Colon Classification.[23]

All the other rules of this Code are applicable bodily, whatever be the Classification Scheme used, while even rule 31 and its subdivisions are not altogether without some useful suggestions when a different Classification Scheme is used.

3101 Care is to be taken not to write a Class Index Entry suggested by a book, if

23 RANGANATHAN (S. R.). Colon classification, 1939. Edn. 2. (Madras Library Association, publication series, 8).

an identically similar entry is already found in the catalogue.

The significance of this rule is obvious. It may be mentioned, however, that the back of the Main card should contain the Heading of the Class Index Entry suggested by a book, though an Index card is not to be written, as a result of this rule. That is because the back of the Main card must give a thoroughly reliable key to all the Index Entries in the catalogue that can be related to the book.

As a trivial but important practical detail, mention may be made of a procedure developed in the Madras University Library. Such of the Headings on the back of the Main card as have already received an Index card in the library catalogue in connection with an earlier book, are distinguished, for the guidance of the typist and the amanuensis, by a pencil dot placed just before the Heading on the back of the Main card.

311 A Class Index Entry is to be given using as Heading the name as well as each of the current alternative names and of their variant forms, if any, of the following, involved in the Class Number in the Main Entry and Cross-reference Entries of the book:—

1. a Main Class or a Canonical Division of a Main Class, or an Amplified Main Class (*i.e.* a Main Class amplified by the Chronological Device)[24];
2. a Common Subdivision;

---

24 *See* RANGANATHAN (S. R.). Library classification: fundamentals and procedure. 1944. (Madras Library Association, publication series, 12). Sec. 265C.

3. a Division in the Schedule of Geographical Divisions;
4. a Division in the Schedule of Language Divisions;
5. a Division of a Main Class or of a Canonical Division of a Main Class given in the Schedule of Classification as based on a Characteristic of classification;
6. a Class whose Class Number ends with a Chronological Number worked out to more than two digits, or to one digit if it corresponds with a class having a special name;
7. a Class whose Class Number ends with a Favoured Category Number;
8. a Class whose Class Number is completed by the Alphabetic Device; and
9. a Class whose Class Number ends with a Work Number.

It is difficult to give theoretical standards for the number of different alternative Headings under which a Class should be given Class Index Entries and for the different Classes that should be deemed to be suggested by a book for purposes of Class Index Entries. One paradoxical direction may be "Be profuse, be profuse but not too profuse". The object of the Class Index Entries is to inform the reader about the Class Number under which he can find his materials, however remotely or vaguely he remembers or gives the name of the subject in which he is interested. Hence, it follows that every

conceivable nomenclature and synonym must be drawn upon to construct the Headings for Class Index Entries. But at the same time there is a practical limit to the number of catalogue cards beyond which the increase in number may tend to hinder rather than help.

The correct line of demarcation between a helpful Heading and an obstructive Heading can only be drawn by the selective instinct of the cataloguer for what is paying. This flair is more often born with the cataloguer than acquired. It is the same old case of nature *versus* nurture here. Those that are not born with the minimum of this flair may never develop into satisfactory cataloguers. At the same time, given the minimum, much can be added by training and experience.

There is another factor which makes the Class Index Entry a source of trial for cataloguers. One of the basic Canons of Classification is that the term used to denote a Class in the Schedule of Classification should have a fixity of meaning. In deference to this canon, individuals, that have to do with the administration of libraries, may use the same term with the same meaning at all times. But there are forces, beyond the control of individuals, which change the meaning of terms in course of time. The vicissitudes in the meaning of terms like Philosophy, Philology, Anthropology, Sociology and so on, are cases in point. Nobody in the world, much less the classifier and the cataloguer, can arrest this semasiological change and evolution of the words in human use. Apart from the changes that come through ages,—a library catalogue, being a permanent entity, has no doubt to take note of these—the recent publication of the supplementary volume of the Big Oxford Dictionary demonstrates the extraordinary rate at which new terms are born and old terms change their colour and meaning even in a single generation.

What cannot be prevented must be met with suitable adjustments. It is here that the Canon of Currency's call for repair of the catalogue comes—internal repair[25] as distinct from the repair of the physical card. As the terms used as Headings of Class Index Entries become obsolete, cards should be added having their more up-to-date equivalents as Headings. This process requires constant vigilance and industry. Otherwise instead of the catalogue helping the people, it may prove to be harmful and misleading. Again, the need for such insertion of entries from time to time makes it imperative that the physical form of the catalogue should be such that any given entry can be removed, corrected or replaced without disturbing the other entries. This would rule out the ledger form of the catalogue and make the Card Catalogue, the form *par excellence.*

3111 The terms used as Headings are to be watched; as they become obsolete, fresh cards with their current equivalents are to be added from time to time; and as new synonyms appear and become familiar, fresh cards, with them as Headings, are to be made and inserted from time to time.

3112 If the name used as the Heading, is the name of a person or a corporate body, it is to be written on the analogy of Rules 121 and 123 of Chapter 1 and their subdivisions.

3113 If the name used as the Heading consists of more than one word and Rule 3112 is not applicable, there is to be a

25 RANGANATHAN (S. R.). Prolegomena to library classification. 1937. (Madras Library Association, publication series, 6). P. 67.

Class Index Entry with the words in the name in their natural order and, if necessary, other class index entries with the words in the name in other necessary permutations.

312 The second section is to depend on the nature of the Heading.

MAIN CLASS INDEX ENTRY

3121 If the Heading is of the First kind enumerated in Rule 311, the Intermediate Item is to be the directing words *"For books in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number,"* and the Index Number is to be the Class Number of the class used for the Heading.

312101 For convenience of reference, a Class Index Entry of the First kind is to be called " Main Class Index Entry " or " Canonical Class Index Entry " or " Amplified Main Class Index Entry " according to the nature of the class indexed.

Examples

1. HISTORY.

For books in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number V

2. HIGHER ARITHMETIC.

For books in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number B13

3. ARITHMETIC, HIGHER.

For books in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number B13

4. THEORY OF NUMBERS.

For books in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number B13

5. NUMBERS, THEORY OF.

For books in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number B13

6. THEORY OF INTEGERS.

For books in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number B13

7. INTEGERS, THEORY OF.

For books in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number B13

8. TEXTILES.

For books in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number M7

9. GESTALT PSYCHOLOGY.

For books in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number SN12

COMMON SUBDIVISION INDEX ENTRY

3122 If the Heading is of the Second kind enumerated in Rule 311, the Intermediate Item is to be the directing words "*For this Common Subdivision of any subject see the Classified Part of the catalogue under the Class Number of the subject amplified by*" and the Index Number is to be the number of the Common Subdivision used for the Heading.

312201 For convenience of reference, a Class Index Entry of the Second kind is to be called "Common Subdivision Index Entry".

Examples

1. HISTORY.

For this Common Subdivision of any subject see the Classified Part of the catalogue under the Class Number of the subject amplified by v

2. PROFESSION.

For this Common Subdivision of any subject see the Classified Part of the catalogue under the Class Number of the subject amplified by b

3. CRITICISM.

For this Common Subdivision of any subject see the Classified Part of the catalogue under the Class Number of the subject amplified by :9

GEOGRAPHICAL INDEX ENTRY

3123 If the Heading is of the Third kind enumerated in Rule 311, the Intermediate Item is to be the words "Geographical division" and the Index Number is to be the number of the geographical area used for the Heading.

312301 For convenience of reference, a Class Index Entry of the Third kind is to be called "Geographical Index Entry".

India is given the number for one's own country and Great Britain, the number for the most favoured country in the examples that follow:—

Examples

1. INDIA.

Geographical division. 2

2. KISTNA.

Geographical division. 2183

3. GREAT BRITAIN.

Geographical division. 3

LANGUAGE INDEX ENTRY

3124 If the Heading is of the Fourth kind enumerated in Rule 311, the Intermediate Item is to be the words

"Language division" and the Index Number is to be the number of the language used for the Heading.

312401 For convenience of reference, a Class Index Entry of the Fourth kind is to be called "Language Index Entry".

Examples

1. SANSKRIT.

   Language division. 15

2. GERMAN.

   Language division. 113

3. ESPERANTO.

   Language division. 99M87

CHARACTERISTIC DIVISION INDEX ENTRY

3125 If the Heading is of the Fifth kind enumerated in Rule 311, the Intermediate Item is to consist, in order, of the following:—

1. the word "In";
2. the class number and name of the Main Class or the Canonical Division of a Main Class to which it relates;
3. a full stop;
4. the name of the Characteristic of Classification to which it relates;
5. the ordinal number, in Roman numerals, of the characteristic, as given in the rules of classification, enclosed in circular brackets; and

6. the word "characteristic",
and the Index Number is to be the number of the term used for the Heading.

312501 For convenience of reference, a Class Index Entry of the Fifth kind is to be called "Characteristic Division Index Entry".

The Characteristic Division Index Entry is peculiar to the Colon Classification and to any other similar synthetic or composite scheme which implements the results of Facet-Analysis by a special connecting symbol.[26] The enormous economy that this type of Index Entry effects in the catalogue can be explained as follows:—Suppose there are *a* divisions on the basis of the characteristic A, *b* divisions on the basis of the characteristic B and *c* divisions on the basis of the characteristic C in any subject. Then it is possible to form *abc* classes by combining them in all possible ways. If we are to give a Class Index Entry to every one of those possible classes, it follows that we must write *abc* cards. On the other hand, according to this rule, we have to write only $a+b+c$ cards, using only the different divisions based on each characteristic as Headings. Now, it is a matter of algebra that $a+b+c$ is considerably smaller than *abc*. To realise how much saving this implies, let us take, for example, that there are 100 divisions on the basis of the First characteristic, 200 divisions on the basis of the Second characteristic and 300 divisions on the basis of the Third characteristic. Then this rule requires only 600 Class Index Cards to be written. But if we are to write a card for every combination, the number of cards to be

26 RANGANATHAN (S. R.). Library classification: fundamentals and procedure. 1944. (Madras Library Association, publication series, 12). Part 2 and Secs. 4125, 414 and 4216.

written will be 6,000,000. Where are six millions and where is 600!

This economy is rendered possible in the Colon Classification on account of the peculiar basis on which the scheme is devised, as set forth in the Introduction to my *Colon classification.* " In the *Colon classification,* . . . ready-made Class Numbers are not assigned to topics. The Schedule in the *Colon classification* may be said to consist of certain standard unit schedules. These standard unit schedules correspond to the standard pieces in a Meccano apparatus. Even a child knows, that, by combining these standard pieces in different ways, many different objects can be constructed. So also, by combining the classes in the different unit schedules in assigned permutations and combinations, the Class Numbers for all possible topics can be constructed. In this scheme, the function of the Colon (:) is like that of the bolts and nuts in a Meccano set ".

One might ask, how are the readers to know the way in which the divisions in the unit schedules are combined to form a class. Theoretically, it may look difficult. But it has been found in actual practice that the readers easily accustom themselves to this job, even without necessarily understanding the details of the scheme. In most of the cases where familiar classes are wanted, the readers help themselves easily after the slight initiation they get on the first occasion they visit the library along with the initiation into all the other library apparatus and library procedure. Occasionally, when a reader wants to pursue an unfamiliar subject, the Reference Staff easily put him in the way. Theoretical speculations on this question without actual experience is sure to create nightmares. But the correct line of approach to settle this question is on the lines of the famous dictum *Solvitur ambulando.*

Examples

1. PROSE.
   In O literature. Form (II) characteristic. 6

2. BRAHMASUTRA.
   In R6 Indian philosophy. Basic text (II) characteristic. 5

3. SCHOOL HYGIENE.
   In T education. Problem (II) characteristic. 54

4. HYGIENE, SCHOOL.
   In T education. Problem (II) characteristic. 54

5. ADULTS.
   In T education. Educand (I) characteristic. 3

6. CURRICULUM.
   In T education. Problem (II) characteristic. 44

7. CROWN.
   In V history. Problem (II) characteristic. 21

8. VICEROY.
   In V history. Problem (II) characteristic. 21

These Class Index Entries are suggested by the examples 8, 10, 11, 12 and 13 given under rule 1321 of chapter 1.

31251 If convenient, all the Characteristic Division Index Entries, with the same Heading, may be consolidated under a single Heading and each succeeding paragraph may give the respective Index Number and its related Intermediate Item, the paragraphs being written in the order in which they are actually suggested in the course of the cataloguing work.

3125101 For convenience of reference, a Consolidated Class Index Entry of the Fifth kind is to be called "Consolidated Characteristic Division Index Entry."

Examples

1. ADULTS.

In Z law. Law (II) characteristic. 1113

In T education. Educand (I) characteristic. 3

2. WOMEN.

In X economics. Economic (II) characteristic. 915

In Y1 sociology. Group (I) characteristic. 15

In Y1 sociology. Problem (II) characteristic. 4515

In Z law. Law (II) characteristic. 115 and 515

Epochal Index Entry

3126 If the Heading is of the Sixth kind enumerated in Rule 311 and the Chronological Number is not preceded by *x* or *w*, the Intermediate Item is to consist of the word "In" followed by the name of the class of the least extension and based on the least number of characteristics, which contains the class used for the Heading as a subclass and is sufficient to individualise it; and the Index Number is to be the Class Number of the Class.

312601 For convenience of reference, a Class Index Entry of the Sixth kind is to be called "Epochal Index Entry".

Examples

1. Johnson (Samuel).
   In prose. O :6L09

   See example 2 under rule 131 for the Main Entry.

2. Otway (Thomas).
   In drama. O :2K52

   See example 1 under rule 1312 for the Main Entry.

3. Royal Society of London.
   In science (general). A13 :K62

   See example 2 under rule 1321 for the Main Entry.

4. HEALTH PROPAGANDA BOARD. Madras. CONFERENCE OF MEDICAL INSPECTORS.
In education. T:54p21:N32

5. CONFERENCE OF MEDICAL INSPECTORS. Madras.
In education. T:54p21:N32

See example 11 under rule 1321 for the Main Entry.

6. BROWNE'S ORIENTAL MANUSCRIPTS LIBRARY.
In bibliography. 12:43:M82

7. BROWNING (Robert).
In poetry. O:1M12

8. COLON CLASSIFICATION.
In library science. 251*q*N33

See example 3 under rule 14142 for the Main Entry.

9. CLASSIFIED CATALOGUE CODE.
In library science. 25515*q*N34

See example 4 under rule 14142 for the Main Entry.

10. TYPHUS.
In medicine. L25:4241

11. TYPHOID.
In medicine. L25:4241

See example 9 under rule 14142 for the Main Entry.

---

12. ISAEUS.
In orations. O13:5C58

See example 10 under rule 14142 for the Main Entry.

---

13. SHIRLEY (James).
In drama. O:2J96

See example under rule 1422 for the Main Entry.

---

14. KALIDASA.
In poetry. O15:1D40

See example under rule 1423 for the Main Entry.

But, on the other hand, in the case of Rabindranath Tagore, as he is a Bengali poet as well as an English poet, it is not sufficient to put in merely "In poetry" in the Intermediate Item. It is not sufficient to individualise the class. Hence, the language characteristic as well as the form characteristic must be used.

---

15. TAGORE (Rabindranath).
In Bengali poetry. O157:1M61

---

16. TAGORE (Rabindranath).
In English poetry. O:1M61

31261 If convenient, all Epochal Entries with the same Heading may be consolidated

under a single Heading on the analogy of Rule 31251.

3126101 For convenience of reference, a consolidated Index Entry of the Sixth kind is to be called " Consolidated Epochal Index Entry ".

Example

The entries given in examples 15 and 16 under rule 312601 may be consolidated as follows:—

TAGORE (Rabindranath).	
In Bengali Poetry.	0157 :1M61
In English poetry.	O :1M61

31262 If the Heading is of the Sixth kind and the Chronological Number is preceded by *x*, the Intermediate Item is to be the word " Works " or " Speeches " or any other similar suitable word, followed, if necessary for individualisation, by the word " in " itself followed by the name of the subject and the Index Number is to be the Class Number of the Class:

Provided that it is not more appropriate to write the entry on the analogy of Rule 3129 and its subdivisions.

31263 If the Heading is of the Sixth kind, and the Chronological Number is preceded by *w*, the Intermediate Item is to be the word " Biography " and the Index Number is to be the Class Number of the Class.

31264 If convenient, all entries covered by Rule 31261, 31262, and 31263 and having the same Heading may be consolidated under a single Heading on the analogy of Rule 31251.

Examples

---

1. HARDINGE (*Baron*).

   Speeches. V2:21xM58

See example 13 under rule 1321 for the Main Entry.

---

2. RAMANUJAN (Srinivasa).

   Works. BxM87

---

3. RAMANUJAN (Srinivasa).

   Biography. BwM87

See example under rule 1323 for the Main Entry and example 1 under rule 25 for the Cross-reference Entry which gives rise to the Epochal Entry 3.

---

4. JAST (L. Stanley).

   Works. 2xM68

But in the following examples, where the Heading is the name of a work, it is more appropriate to follow the analogy of rule 3129 and its subdivisions.

---

5. RUPAVATARA.

   By Dharmakīrti. P15:Cx1E00

---

6. PRADIPA.

By Yaśōdānandan Sarkār. LA*x*3M90

7. The entries given as examples 2 and 3 may be consolidated as follows:—

RAMANUJAN (Srinivasa).

Biography. B*w*M87

Works. B*x*M87

8. Another example for consolidation is

CHESTERTON (Gilbert Keith).

Critical works.	O:9*x*M74
In drama.	O:2M74
In fiction.	O:3M74
In poetry.	O:1M74
In prose.	O:6M74

FAVOURED CATEGORY INDEX ENTRY

3127 If the Heading is of the Seventh or Eighth kind enumerated in Rule 311, the second section is to be constructed on the analogy of Rules 3126 and its subdivisions or 3129 and its subdivisions, whichever may be appropriate.

312701 For convenience of reference, a Class Index Entry of the Seventh kind is to be called "Favoured Category Index Entry".

Examples

---

1. RAMANANDA SARASWATI. *Comm.* BRAHMAMRITA-VARSINI.
   In Indian philosophy. R66 :5x3

---

2. BRAHMAMRITAVARSINI.
   By Ramananda Saraswati. R66 :5x3

See example 10 under rule 1321 for the Main Entry.

The first entry is on the analogy of rule 3126 while the second entry is on the analogy of rule 3129.

---

3. MATANGAMUNI. BRHADDESI.
   In music. N844x3

---

4. BRHADDESI.
   By Matangamuni.. N844x3

See example under rule 1421 for the Main Entry.

The first and the third entries are on the analogy of rule 3126 while the second the fourth entries are on the analogy of rule 3129.

3127101 For convenience of reference, a Consolidated Index Entry of the Seventh kind is to be called "Consolidated Favoured Category Index Entry".

ALPHABETIC DEVICE INDEX ENTRY

312801 For convenience of reference, a Class Index Entry of the Eighth kind is to be called "Alphabetic Device Index Entry".

Example

TAMARIND.
In agriculture. J37T1

3128101 For convenience of reference, a Consolidated Index Entry of the Eighth kind is to be called " Consolidated Alphabetic Device Index Entry ".

WORK INDEX ENTRY

3129 If the Heading is of the Ninth kind enumerated in Rule 311, the Intermediate Item is to consist of the word " By " followed by the name of the author. The Index Number is to consist of the Class Number of the work.

312901 For convenience of reference, a Class Index Entry of the Ninth kind is to be called a " Work Index Entry ".

Examples

1. HAMLET.
By Shakespeare. O :2J64 :51

2. MEGHADUTA.
By Kālidāsa. O15 :1D40 :3

31291 All Work Index Entries with the same Heading may, if convenient, be consolidated under a single Heading on the analogy of Rule 31251.

3129101 For convenience of reference, a Consolidated Class Index Entry of the Ninth kind is to be called " Consolidated Work Index Entry "

Example

RAMAYANAM.

By Kambar. 031:1F85:1

By Vālmīki. 015:1A1

CONSOLIDATED CLASS INDEX ENTRY

31299 All Class Index Entries, of whatever kind, with the same Heading, may, if convenient, be consolidated under a single Heading on the analogy of Rule 31251.

3129901 For convenience of reference, an Entry covered by Rule 31299 is to be called "Consolidated Class Index Entry".

Examples

1. **PRADIPA.**

By Govinda Ṭhākkūra. 015:9x87

By Yaśodānandan Sarkār. LAx3M90

2. TAMARIND.

In **agriculture.** J37T1

In E7 biochemistry. Substance (II) characteristic. J37T1

In X economics. Business (I) characteristic. 9J37T1

In F technology. Substance (I) characteristic. J37T1

CLASS INDEX ENTRIES

ALTERNATIVE RULES

313 The severe economy effected in Class Index Entries in Rules 3125 to 3129 and their subdivisions in regard to the categories 5 to 9 of rule 311 may be very pleasing to the Law of

Parsimony[27] but equally disquieting to the first Four Laws of Library Science, especially in libraries without Open Access or profuse Shelf Guides or adequate Reference Service[28]. It is felt, however, that one need not run to the other extreme of the enormous number of *See also* Subject Entries necessary in a Dictionary Catalogue. The following Rules, given as an alternative strike a middle path.

3131 A Class Index Entry is to be given using as Heading the name as well as each of the current alternative names and of their variant forms, if any, of the following, involved in the Class Number in the Main Entry and Cross-reference Entries of the book:—

1. a Main Class or a Canonical Division of a Main Class or a Main Class amplified by Chronological Device (otherwise called Amplified Main Class);[29]
2. a Common Subdivision;
3. a Division in the Schedule of Geographical Divisions;
4. a Division in the Schedule of Language Divisions;
5. a Division of a Main Class or of a Canonical Division of a Main Class or of an Amplified Main Class based on one or more trains of characteristics;

---

27 RANGANATHAN (S. R.). Theory of library catalogue. 1938. (Madras Library Association, publication series, 7). Pp. 54 to 59.

28 *Ibid.* Pp. 369-370.

29 *See* RANGANATHAN (S. R.). Library classification: fundamentals and procedure. 1944. (Madras Library Association, publication series, 12). Sections 263C to 266C.

6. a Class whose Class Number ends with a Common Subdivision digit amplified by

61. a Chronological Number worked out to three or more digits;

62. a Favoured Category Number; or

63. A Work Number; and

7. a Class whose Class Number ends with a Last Octave or Penultimate Octave Number.

31311 The terms used as Headings are to be watched; as they become obsolete, fresh cards with their current equivalents are to be added from time to time; and as new synonyms appear and become familiar, fresh cards, with them as Headings, are to be made and added from time to time.

31312 If the name used as the Heading, is the name of a person or a corporate body, it is to be written on the analogy of Rules 121 and 123 and their subdivisions.

31313 If the name used as the Heading consists of more than one word and Rule 31312 is not applicable there is to be a Class Index Entry with the words in the name in their natural order and, if necessary, other class index entries with the words in the name in other necessary permutations.

31314 The following Chain Procedure[30] will be of help in the choice and rendering of terms for Headings of the kinds 5, 61, 62, 63 and 7:—

30 RANGANATHAN (S. R.). Theory of library catalogue. 1938. (Madras Library Association, publication series, 7). Pp. 86, 114-118, 164-165.

RULES OF CHAIN PROCEDURE

1 Represent the Class Number in the form of a Chain of Classes.

> The remaining rules will depend on the scheme of classification used. We are giving the rules applicable when the Colon Classification is used.

2 Four species of phases[31] are to be recognised in a Chain *viz.* Primary, Common Sub-division, Influencing and Bias Phases; and the Last Octave and the Penultimate Octave Phases are to be deemed to form part of the Primary Phase for the purposes of Chain Procedure.

3 The following links in a chain are to be deemed False Links:—

1. Any link of the Primary Phase having no special name or ending with a Chronological Number of two digits, or one in case it does not correspond with a class having a special name;
2. All links of an Influencing Phase and of a Bias Phase; and
3. Links of a Common Sub-division Phase ending with a Common Sub-division digit or a Geographical digit or a Chronological Number of less than three digits;

4 A link which is not false is to be called an Effective Link of the chain.

---

31 RANGANATHAN (S. R.). Library classification: fundamentals and procedure. 1944. (Madras Library Association, publication series, 12). Part 3.

5 The last of the links which is not false is to be called the Last Effective Link of the chain;

31315 If the Heading is of the kind 5, 61, 62, 63 or 7, it is to be denoted by the term represented by the last digit of the Last Effective Link of the Chain representing the Class Number.

31316 If the term derived for the Heading by Rule 31315 does not by itself individualise it, it is to be taken as the Main Heading. To secure individualisation the aid of the Canon of Context[32] is to be sought and an additional term is to be derived from the last digit of one or more of the preceding links. The smaller the number of such Links used the better. Each additional term is to be regarded as a Sub-heading and is to be deemed to be a separate sentence. Each Heading or Sub-heading is to be a single noun except when a qualifying adjective is necessary as in 'Algebraic equations', 'Digestive system' and 'Economic history'.

31317 If it happens that the whole Class Number or a part of it represents a proper name or can be translated into a single word in popular usage it is to be used as the Heading.

31318 In the case of Commentators of classics, a succeeding link may have to contribute to the Subheading.

See example 791 under rule 3133.

---

32 RANGANATHAN (S. R.). Prolegomena to library classification. 1937. (Madras Library Association, publication series, 6). Pp. 71-72.

Examples

1. The Class Number U5:55:N3 has for its chain

U	= Geography			
	↓			
U5	= Political geography			
	↓			
U5:5	=	„	of Europe	
	↓			
U5:55	=	„	of Germany	
	↓			
U:55:N	=	„	„	in 19—
	↓			
U5:55:N3	=	„	„	in 193—

The last two links are False as they end with Chronological Numbers of less than three digits. The fourth link is, therefore, the Last Effective Link. 'Germany', which is the term it gives, needs the aid of the first two links to individualise the Class. The Heading for the Class Number is, therefore, to be rendered as

GERMANY. *POLITICAL GEOGRAPHY.*

NOTE.—*For the rest of examples, the reader is requested to construct the chain for himself.*

2. The Heading for the Class Number T:3:B232 is to be rendered as

   QUADRATIC EQUATIONS. *TEACHING TECHNIQUE.*

3. The Heading for the Class Number B232 is to be rendered as

   QUADRATIC EQUATIONS.

4. The Heading for the Class Number B232:2 is to be rendered as

   ALGEBRAIC SOLUTION. *QUADRATIC EQUATIONS.*

5. The Heading for the Class Number L9172:4241:2 is to be rendered as

   ETIOLOGY. *TETANUS. CHILDREN.*

6. The Main Heading due to the Class Number A73:K60*r* is to be rendered as

   ROYAL SOCIETY OF LONDON.

7. The Heading for the Class Number R645*x*11 is to be rendered as

   RJUVIMALA.

8. The Main Heading due to the Class Number O:9xM38:9 is to be rendered as

   MORLEY (John).

9. The Heading for the Class Number F118:C433 is to be rendered as

   SPECIFIC HEAT. *GOLD.*

3132 to 3132401 *same as* 312 to 312401.

LAST LINK INDEX ENTRY

31325 If the Heading is of the kind 5, 61, 62, 63 or 7, the Intermediate Item is to consist of the following directing words:—

For books in this Class or its Sub-divisions see the Classified Part of the catalogue under the Class Number

and the Index Number is to be the Class Number of the Class used for the Heading.

3132501 For convenience of reference, a Class Index Entry of the kinds 5, 61, 62, 63 or 7 is to be called a "Last Link Index Entry".

Examples

The nine examples given after rule 31318 will give rise to the following Last Link Index Entries:—

1. GERMANY. *POLITICAL GEOGRAPHY.*

   For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
   U5:55

2. QUADRATIC EQUATIONS. *TEACHING TECHNIQUE.*

   For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
   T:3:B232

3. QUADRATIC EQUATIONS.

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number

B232

4. ALGEBRAIC SOLUTION. *QUADRATIC EQUATIONS.*

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number

B232:2

5. ETIOLOGY. *TETANUS. CHILDREN.*

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number

L9172:4241:2

6. ROYAL SOCIETY OF LONDON.

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number

A13:K60

7. RJUVIMALA.

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number

R645*x*11

8. MORLEY (John).

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number

O:9*x*M38

9. SPECIFIC HEAT. *GOLD.*

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number

F118:C433

3133 The Class Numbers in the Main Entries of the examples given after rule 31318 suggest the following Class Index Entries also:—

Example 1

11. GEOGRAPHY.
For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
U

12. POLITICAL GEOGRAPHY.
For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
U5

13. HISTORICAL GEOGRAPHY.
For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
U5

14. EUROPE. *POLITICAL GEOGRAPHY.*
For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
U5:5

15. EUROPE. *HISTORICAL GEOGRAPHY.*
For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
U5:5

16. GERMANY. *HISTORICAL GEOGRAPHY.*
For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
U5:55

17. EUROPE.
Geographical Division. 5

18. GERMANY.

Geographical Division. 55

Example 2

21. EDUCATION.

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
T

22. TEACHING TECHNIQUE.

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
T:3

23. MATHEMATICS. *TEACHING TECHNIQUE.*

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
T:3:B

24. ALGEBRA. *TEACHING TECHNIQUE.*

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
T:3:B2

25. ALGEBRAIC EQUATIONS. *TEACHING TECHNIQUE.*

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
T:3:B23

26. EQUATIONS. *TEACHING TECHNIQUE.*

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
T:3:B23

Example 3

31. MATHEMATICS.

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
B

32. ALGEBRA.

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
B2

33. ALGEBRAIC EQUATIONS.

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
B23

34. EQUATIONS. *ALGEBRA.*

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
B23

Example 4

In addition to those of Example 3, the following:—

45. QUADRATIC EQUATIONS.

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
B232

Example 5

51. MEDICINE.

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
L

52. CHILDREN. *MEDICINE.*

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
L91

53. PEDIATRICS.

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
L91

54. NERVOUS SYSTEM. *CHILDREN.*

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
L917

55. SPINAL CORD. *CHILDREN.*

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
L9172

56. DISEASES. *SPINAL CORD. CHILDREN.*

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
L9172:4

57. INFECTIOUS DISEASES. *SPINAL CORD. CHILDREN.*

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
L9172:42

58. BACTERAL DISEASES. *SPINAL CORD. CHILDREN.*

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
L9172:424

59. TETANUS. *CHILDREN.*

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number L9172:4241

Example 6

61. SCIENCE.

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number A

62. SOCIETIES.

For this common subdivision of any subject see the Classified Part of the catalogue under the Class Number of the subject amplified by l

63. LEARNED BODIES.

For this common subdivision of any subject see the Classified Part of the catalogue under the Class Number of the subject amplified by l

64. REPORTS.

For this common subdivision of any subject see the Classified Part of the catalogue under the Class Number of the subject amplified by r

65. GREAT BRITAIN.

Geographical Division. 3

Example 7

71. PHILOSOPHY.

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number R

72. INDIAN PHILOSOPHY.

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
R6

73. PURVA MIMAMSA.

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
R64

74. MIMAMSA.

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
R64

75. PRABHAKARA MIMAMSA.

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
R645

76. GURUMATA.

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
R645

77. PRABHAKARA.

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
R645*x*1

78. BRHATI.

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
R645*x*1

791. SALIKANATHA. *RJUVIMALA.*

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number

R645x11

Note.—That in this case, a succeeding link has to to be used as subheading for individualisation.

792. COLLECTED WORKS.

For this common subdivision of any subject see the Classified Part of the catalogue under the Class Number of the subject amplified by

793. SELECTIONS.

For this common subdivision of any subject see the Classified Part of the catalogue under the Class Number of the subject amplified by x

Example 8

81. LITERATURE.

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number

O

82. ENGLISH LITERATURE.

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number

O:

83 & 84. Same as 792 and 793.

85. CRITICISM.

For this common sub-division of any subject see the Classified Part of the catalogue under the Class Number of the subject amplified by :9

Example 9

---

91. TECHNOLOGY.

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number

F

---

92. CHEMICAL TECHNOLOGY.

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number

F

---

93. INORGANIC TECHNOLOGY.

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number

F1

---

94. HYDROGEN GROUP. *TECHNOLOGY.*

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number

F11

---

95. GOLD. *TECHNOLOGY.*

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number

F118

---

96 PHYSICAL PROPERTIES. *GOLD.*

For books in this Class and its Sub-divisions see the Classified Part of the Catalogue under the Class Number

F118:C

---

97. THERMAL PROPERTIES. *GOLD.*

For books in this Class and its Sub-divisions see the Classified Part of the Catalogue under the Class Number

F118:C4

Book Index Entry

32 A Book Index Entry is to consist of the following sections in the order given:—

1. the Heading (Leading Section); and
2. the Intermediate Item and the Index Number.

In the second section the two parts are to be deemed to be separate sentences.

3201 If two or more entries have the same Heading and Intermediate Section and differ only in the Index Number, they may be consolidated in one entry, the different Call Numbers being added in succession, with semi-colons separating them.

Headings

321 A Book Index Entry is to be given using as Heading each of such of the following as the Book admits of:

1. the Heading of the Main Entry, provided it is not, as such, eligible to be used as the Heading of a Class Index Entry appropriate to the Book;
2. the name of the Second Author, or Collaborator in case the Heading of the above mentioned first kind consists of the names of joint authors, or joint collaborators;

3. the name of each person mentioned in the second part of the title-portion of the Main Entry;
4. the name of the Series occurring in each independent Series Note of the Main Entry;
5. the name of each of the series occurring in the interdependent Series Notes of the Main Entry;
6. the Heading of the Work mentioned in the Extract Note;
7. the title of the book, if it is fanciful *i.e.* not descriptive of the subject-matter dealt with in the book, provided it is not eligible to be used as the Heading of a Class Index Entry appropriate to the book or the Heading of the Main Entry is not the First Word of Title; and
8. Category (1) once again if the book has appeared with other titles, for each of them.

3211 If the Heading is of the First kind enumerated in Rule 321, it is to be the same as that used in the Main Entry.

3212 If the Heading is of the Second kind enumerated in Rule 321, it is to be written as in the Main Entry and an appropriate descriptive phrase—such as "*Jt. auth.*", "*Jt. comm.*", "*Jt. ed.*", etc., is to be added as a separate sentence.

3213 If the Heading is of the Third kind, enumerated in Rule 321, it is to be written on the analogy of Rule 121 and its subdivisions and an appropriate descriptive word or phrase such as "*Comm.*", "*Ed.*", "*Comp.*", etc. "*Jt. comm.*", "*Jt. ed.*" "*Jt. comp.*", etc. is to be added as a separate sentence.

3214 If the Heading is of the Fourth kind enumerated in Rule 321, the words in the name of the Series are to be written in their natural order, omitting the initial article or honorific word, if any.

32141 If the Main Entry mentions the name of a common editor or editors for the Series, the following is to be added, in order, to the Heading given by Rule 3214:—

1. a comma;
2. the connecting words "ed. by." and
3. the name, in ordinary hand, of the editor if there is only one editor; *or*

the names, in ordinary hand, of both the editors joined by the conjunction "and", if there are two editors; *or*

the name, in ordinary hand, of the first editor, followed by "etc.", if there are three or more editors.

3215 If the Heading is of the Fifth kind enumerated in Rule 321, it is to be written on the analogy of Rules 3214 and 32141, with the following modifications in the case of the secondary and later series:—

(1) the specific name of the series is to be written first in block letters; and

(2) it is to be followed by a suitable connecting word like "of" or "in" and the name of the primary series in ordinary hand.

3216 If the Heading is of the Sixth kind enumerated in Rule 321, it is to be the same as that of the work mentioned in the Extract Note.

3217 If the Heading is of the Seventh kind enumerated in Rule 321, the words in the title are to be written in their natural order, omitting the initial article or honorific word, if any.

3218 In the case of the Eighth kind enumerated in Rule 321, the Heading is to be the same as that of the Main Entry.

3219 For convenience of reference, a Book Index Entry is to be called after the nature of the Heading; *e.g.* Author Index Entry, Editor Index Entry, Joint Authors Index Entry, Joint Author Index Entry, Series Index Entry, Title Index Entry and so on.

Intermediate Item and Index Number

322 The Intermediate Item is to depend on the nature of the Heading, as prescribed by the succeeding Rules; and the Index Number is to be the Call Number of the book as given in the Main Entry.

3221 If the Heading is of the First kind enumerated in Rule 321, the Intermediate Item is to consist of the short title arrived at in accordance with Rules 0241-02411.

Examples

1. The example under Rule 1312 is not to be given an Author Index Entry as the book demands a Class Index Entry with the name of the Author as the heading.
2. Example 1 under Rule 1321 is to be given the following Author Index Entry:—

SCHNEIDER (Georg).
Bibliographie. 1 113G0

---

3. Example 5 under Rule 1321 is to get the following Joint Authors Index Entry:—

DAVIS (A. H.) and KAYE (George William Clarison).
Acoustics of buildings. C30D1 F7

---

4. Example 16 under Rule 1321 is to get the following Joint Authors Index Entry:—

COOLEY (Charles Horton), *etc.*
Sociology. Y1 G3

---

5. Example 2 under Rule 1321 is to get the following Author Index Entry:—

ROYAL SOCIETY OF LONDON.
Record. A*l*3:K60*v*N1 E2

---

6. Example 1 under Rule 1261 which is the same as example 8 under Rule 1321 is to get the following Editor Heading Index Entry:—

QUILLER-COUCH (Arthur). *Ed.*
Oxford book of English prose. O:6*x*M8 F5

---

7. Example 2 under Rule 1261 is to get the following Translator Heading Index Entry:—

CHAMOT (A. E.). *Tr.*
Select Russian short stories.
O142:3*x*M7 111F5

---

8. Example 1 under Rule 127 is to get the following Joint Editors Heading Index Entry:—

NEILSON (William Allan) and WEBSTER (Kenneth Grant Tremayse). *Eds.*
Chief British poets of the fourteenth and fifteenth centuries. O:1*x*I9 E6

---

9. The example under Rule 1281 is to get the following First word of Title Heading Index Entry:—

WILLIAM. *First word.*
William Ernest Johnson. R*w*M58 G1

3222 If the Heading is of the Second kind enumerated in Rule 321, the Intermediate Item is to consist, in order, of

(1) the short title of the book;

(2) the appropriate connecting phrase " by " or " of " as the case may be or " comp. by " or " ed. by ", etc.; and

(3) the names of the joint authors, joint commentators, joint editors, etc., as the case may be, with the provision that in the case of personal names it is sufficient if the surname only is used and that, if a name is in two or more sentences, the full stops in it are to be replaced by commas.

Examples

1. Example 5 under Rule 1321 is to get the following Joint Author Index Entry:—

KAYE (George William Clarison). *Jt. auth.*
Acoustics of buildings by Davis and Kaye.
C30D1 F7

---

2. Example 1 under Rule 127 is to get the following Joint Editor Entry:—

WEBSTER (Kenneth Grant Tremayse). *Jt. ed.*
Chief British poets of the fourteenth and fifteenth centuries, ed. by Neilson and Webster.

---

3. Example 3 under Rule 127 is to get the following Joint Translator Entry:—

OLDENBERG (Hermann). *Jt. tr.*
Vinaya texts tr. by Davids and Oldenberg.

3223 If the Heading is of the Third kind enumerated in Rule 321, the Intermediate Item is to consist, in order, of

(1) the short title of the book;

(2) the connecting word "by"; or "of" as the case may be; and

(3) the Heading of the Main Entry of the book with the provision that, in the case of personal names, it is sufficient if the surname only is used and that, if a name is in two or more sentences, the full stops in it are to be replaced by commas.

Examples

1. Example 6 under Rule 1321 is to get the following Reviser Index Entry:—

FISCHER (Ferdinand). *Rev.*
Chemical technology by Wagner. F D4

2. It should also get the following Translator and Editor Index Entry:—

CROOKES (William). *Tr. and ed.*
Chemical technology by Wagner. F D4

3. Example 10 under Rule 1321 is to get the following Editor Index Entry:—

VYANKATARAMANA AIYER. *Ed.*
Vedanta darsana with the commentary Brahmamritavarsini by Ramananda Saraswati.
R66:5*x*3 15E6

3224 If the Heading is of the Fourth kind enumerated in Rule 321, the Intermediate Item is to consist, in order, of

1. the Serial Number of the Book, or the entity by which it is replaced;
2. the Heading of the Main Entry of the book, with the provision that in the case of personal names, it is sufficient if the surname only is written and that, if a name is in two or more sentences, the full stops in it are to be replaced by commas;
3. a colon; and
4. short title of the book, with the initial letter in capital.

provided that if the Heading is First Word of Title, (2) and (3) are to be omitted.

Examples

1. Example 5 under Rule 14142 is to get the following Series Index Entry:—

SAMMLUNG SCHUBERT.
1 Schubert: Arithmetik und Algebra.
B 113G0

2. Example 6 under Rule 14142 is to get the following Series Index Entry:—

PATNA UNIVERSITY, READERSHIP LECTURES.
1927 Saha: Atomic physics. C82 G1

3. Example 9 under Rule 14142 is to get the following Series Index Entry:—

BULLETINS FROM THE INSTITUTE FOR MEDICAL RESEARCH, FEDERATED MALAY STATES.
1930, 3 Lewthwaite: Experimental tropical typhus. L25:4241*y*8 G0

4. Example 15 under Rule 14142 is to get the following Series Index Entry:—

BROADWAY ORIENTAL LIBRARY, ed. by Clement Egerton.

3 Hsu: Political philosophy of Confusianism.
Wv41:C5 G2

---

5. Example 8 under Rule 14142 is to get the following Series Index Entry:—

WILEY FARM SERIES, ed. by A. K. Getman and C. E. Ladd.

2 Worthen: Farm soils. J:1 G0

---

6. Example 12 under Rule 14142 is to get the following Series Index Entry:—

UNIVERSITY OF ILLINOIS STUDIES IN LANGUAGE AND LITERATURE, ed. by William A. Oldfather, etc.

V. 12, Nos. 2-3 Bundy: Theory of imagination in classical and mediaeval thought.
S:43v5:H0 F7

32241 **All entries with the same Heading of the Fourth kind are to be consolidated in a single entry, the different second sections being written in separate paragraphs in their serial order, sufficient space being left for gaps, if any, in the serial numbers.**

Example

The Series Index Entries of examples 1-4 given under Rule 14142 are to be consolidated as follows:—

MADRAS LIBRARY ASSOCIATION, PUBLICATION SERIES.
1 Library movement. 2z7 F9
2 Ranganathan: Five laws of library science. 2 G1
(Leave blank for numbers 3-7)
8 Ranganathan: Colon classification. 251qN33 G9
(Leave blank for numbers 9-12)
13 Ranganathan: Classified catalogue code. 25515qN34 H5

If the different books in a Series are to be arranged in the Series Index Entry alphabetically by the name of the author, the consolidation of Series Entry, as provided in Rule 3224 would become impossible if the Series is in progress. On the other hand, if the volumes in a Series are arranged in a serial order as provided in Rule 32241, consolidation is possible and thus some saving can be effected.

3225 If the Heading is of the Fifth kind enumerated in Rule 321, the Intermediate Item is to be constructed on the analogy of Rules 3224 and 32241.

Examples

The example under Rule 1422 is to get the following Series Index Entries:—

1. BULLETIN OF THE UNIVERSITY OF TEXAS.
371 Parlin: Study in Shirley's comedies of London life. O:2J96:9 E4

2. HUMANISTIC SERIES of the Bulletin of the University of Texas.
17 Parlin: Study in Shirley's comedies of London life. O:2J96:9 E4

3. STUDIES IN ENGLISH of the Bulletin of the University of Texas.
2 Parlin: Study in Shirley's comedies of London life. O:2J96:9 E4

4. The example under rule 142202 is to get, in addition to the Author Index Entry, the following two Series Index Entries:—

BULLETIN OF THE UNITED STATES BUREAU OF LABOUR STATISTICS.
558 Matsouka: Labour conditions of women and children in Japan.
X9M7:915:42:N2 G1

and

INDUSTRIAL RELATIONS AND LABOUR CONDITIONS SERIES of the Bulletin of the United States Bureau of Labour Statistics.
10 Matsouka: Labour conditions of women and children in Japan.
X9M7:915:42:N2 G1

Governmental and other series of this type have long names and they include hundreds of publications. In such cases, it may be conducive to economy to replace a whole set of series cards by a single card, directing attention to the printed list of the volumes of the series, if such a list could be found in any of their publications. Such a direction may take the following form:

BULLETIN OF THE UNITED STATES BUREAU OF LABOUR STATISTICS.
See list on pp. of
[*give here the exact reference, whether in office file or in a trade list or in some book.*]

Of the various types of Book Index Entries, there is some difference of opinion about the Series Index Entry. The remarks that have been made under example 4 justify the despair into which some Series Index Entries are likely to drive cataloguers. It is particularly long series like those of some governments with a number of secondary and ternary series that have made the cataloguers stand at bay.

At the same time, we have to examine whether there is no value whatever in Series Index Entries. In University and Scientific libraries and other libraries catering to the special needs of research workers, it is found that the Series Index Entry is of some value. How they help every reader to get his book and every book to get its reader is discussed in my *Five laws of library science.*[33]

Further, they are of great help both in book-selection and in book-ordering.

Some cataloguers, who realise this, propose a compromise and leave it to the discretion of the cataloguer to decide whether a Series is worth being given a Series Index Entry.

One method of economy is indicated above.

3226 If the Heading is of the Sixth kind enumerated in Rule 321, the Intermediate Item is to consist, in order, of

1. the title of the work mentioned in the Extract Note;
2. a full stop;
3. the descriptive words like "*A portion printed as*" or "*bound as*";

33 P. 308.

4. the Heading in the Main Entry of the Extract with the provision that, in the case of personal names, it is sufficient if the surname alone is written and that, if a name is in two or more sentences, the full stops in it are to be replaced by commas;
5. a colon; and
6. the short title of the Extract.

provided that, if the Heading is First Word of Title, (4) and (5) are to be omitted.

Example

The example under Rule 14312 is to get the following Extract Index Entry:—

RANGANATHAN (Shiyali Ramamritha).
Five laws of library science. *Pp. 256-271 printed as* Ranganathan: Model library act.
2:Z2*q* G1

32261 All entries with the same Heading of the Sixth kind, and the same first part in the Intermediate Item may be consolidated in a single entry on the analogy of Rule 32241.

Example

RANGANATHAN (Shiyali Ramamritha).
Five laws of library science. *Pp. 256-271 printed as* Ranganathan: Model library act.
2:Z2*q* G1
Chap. 3 bound as Library movement and legislation abroad. 2*v*1:N2 G1

3227 If the Heading is of the Seventh kind enumerated in Rule 321, the Intermediate Item is to consist, in order, of

1. the connecting word " by " or other similar suitable term; and
2. the Heading of the Main Entry for the book with the provision that, in the case of personal names it is sufficient if the surname only is used and that, if a name is in two or more sentences, the full stops in it are to be replaced by commas.

Examples

1 The fanciful title ' Meghaduta ' in the example given under Rule 1423 is not to be given Title Index Entry as it demands a Class Index Entry.

2 The book whose title page is

" Next Five Years | An Essay | in | Political Agreement " has no doubt, for its effective title, " Next Five Years " which does not show forth what its subject is; it, thus amounts to a fanciful title. And yet it should not be given Title Index Entry, as its Main Entry itself has to be of the First-word-of-title type.

3 The example under Rule 1313 is to be given the following title Index Entry:—

HERMES.
By Jones. Ev1:N2 F8

3228 In the case of the Eighth category enumerated in Rule 321, the Intermediate Item is to consist of the alter-

native title followed by a description as prescribed in Rules 144 and 1441.

The example under Rule 144 is to get the following Author Index Entries corresponding to the two alternative titles:—

8.1 BRAYNE (Frank Lugard).

Remaking of village India, *published previously as* Village uplift in India.

Y131:1:7:2:N2 F9

8.2 BRAYNE (Frank Lugard).

Village uplift in India, *published later as* Remaking of village India.

Y131:1:7:2:N2 F6

Index Entries of the sixth, seventh and eighth kinds are found to be necessary to avoid unintended duplication in book-selection and book-ordering, in addition to their reference value.

CHAPTER 4

SIMPLE BOOK

CROSS REFERENCE INDEX ENTRY

4 A Cross Reference Index Entry is to be one of five types, *viz.*:

(1) Editor of Series Entry;
(2) Pseudonym-Real Name Entry;
(3) Label Entry;
(4) Alternative Name Entry; and
(5) Variant Form of Word Entry.

401 Care is to be taken not to write a Cross Reference Index Entry suggested by a Book, if an identically similar entry is already found in the catalogue.

4 Editor of Series

41 An Editor of Series Entry is to consist of the following sections, in the order given:—

(1) Heading (Leading Section);
(2) the directing word "*See*"; and
(3) the Heading to which reference is made.

411 There is to be an Editor of Series Entry using as Heading the name of the Editor or the names of the Joint Editors as the case may be, that may occur in the Series Note in any of the Main Entries of the catalogue.

4111 The Heading is to be written on the analogy of Rules 126, 127 and their subdivisions.

4112 In the case of Joint Editors an Entry is to be made for each of the two orders of the names.

413 The Heading to which reference is made is to consist of the name of the Series written as indicated in Rules 3214 and 3215.

Examples

---

1. Egerton (Clement). *Ed.*
   See
   Broadway Oriental Library.

See example 15 under rule 14142 for the Main Entry.

---

2. GETMAN (A. K.) and LADD (C. E.). *Eds.*
   See
   WILEY FARM SERIES.

---

and

---

3. LADD (C. E.) and GETMAN (A. K.). *Eds.*
   See
   WILEY FARM SERIES.

See example 8 under rule 14142 for the Main Entry.

---

4. CAPPS (E.), etc. *Eds.*
   See
   LOEB CLASSICAL LIBRARY.

See example 10 under rule 14142 for the Main Entry.

42 PSEUDONYM-REAL NAME

42 A Pseudonym-Real Name Entry is to consist of the following sections in the order given:—

(1) Heading (Leading Section);
(2) the directing word "*See*"; and
(3) The Heading to which reference is made.

421 There is to be a Pseudonym-Real Name Entry in the case of every person whose pseudonym as well as Real Name appears in a Main Entry.

4211 If the Pseudonym appears as the Heading of the Main Entry the Heading in the Pseudonym-Real Name

Entry is to be the Real Name, written on the analogy of Rule 121 and its subdivisions.

4212 If the Real Name appears as the Heading in the Main Entry, the Heading of the Pseudonym-Real Name Entry is to be the Pseudonym, written as in Rule 125, except that the portion relating to the Real Name is to be omitted.

423 The Heading to which reference is made is to be the Pseudonym if the Heading is the Real Name and *vice versa,* the mode of writing being analogous to what is provided in Rule 4211 and 4212.

Examples

---

1. RUSSELL (George).

See

A. E. *Pseud.*

---

2. IBN ARABI. *Pseud.*

See

MUHAMMAD IBN ALI (Abu Abdulla) *al-Hatimi, al-Tai.*

---

3. LAKE (Anne).

See

EKALENNA. *Pseud.*

---

43 Label Entry

43 A Label Entry is to consist of the following sections in the order given:—

(1) Label Heading (Leading Section);

(2) the directing words "*See*"; and

(3) the Heading to which reference is made.

431 There is to be a Label Heading using each of the terms 'University', 'College', 'School', 'Museum', 'Observatory', 'Laboratory', 'Library', 'Botanical Gardens', 'Zoological Gardens', etc.

This type of entry may be treated as optional. The experience of the Reference Section of the Madras University Library is that entries of this type are of great use in helping the readers.

433 In the place of the Heading to which reference is made is to be written the name of the Institution as it is written in the related Index Entry.

4331 If there are alternative names of the same institution, there is to be a separate Label Entry using each such name in the place of the Heading to which reference is made; in such cases the two following additional sections are to be written in the order given:—

1. The words "*indexed as*"; and
2. the actual form of the name of the institution, which is used as the Heading in the Index Entry.

Examples

---

1. UNIVERSITY.
   See also
   UNIVERSITY OF MADRAS.

---

2. UNIVERSITY.
   See also
   MADRAS UNIVERSITY,
   indexed as
   UNIVERSITY OF MADRAS.

---

44 ALTERNATIVE NAME

44 An Alternative Name Entry is to consist of the following sections in the order given:—

(1) Heading (Leading Section);

(2) the directing words "*See also*", or "*See*" according to the nature of the case; and

(3) Heading to which reference is made.

441 There is to be an Alternative Name Entry, using as Heading

(1) each of all the possible Alternative Names by which any person or corporate body, or a book, or a series whose name has been used as the Heading for an Entry, is known or likely to be known; and

(2) if the alternative Rule 3131 and its subdivisions are used for class index entries each of all possible equivalents of such of the terms which occur in multi-worded

names of classes as do not by themselves get Class Numbers.

4411 The Heading is to be written on the analogy of the relevant rules of the first and the third chapters.

443 The Heading to which reference is made is to be the same as the one actually used in the related Class or Book Index Entry, as the case may be.

As was stated in the commentary on rule 311, it is difficult to make an exhaustive list of all types of alternative names which should be used as headings of Cross Reference Index Entries. The name of a person may change for various reasons,—marriage, peerage, change of religion, change of āśrama in Hindu and certain other religions, and even a fanciful desire for change.

Names of places are changed not infrequently for political and other causes. In some cases, some places are also given familiar names different from the real names.

In the case of institutions and subjects in addition to the regular change of name, there may be need to permute the order of the words in the name so as to bring a certain significant word to the beginning as the institution or subject[34] may be remembered under that catch word. In the case of certain institutions, the correct statutory name may be either too long or unfamiliar. In such cases, it would be convenient to use such an unused statutory name as the Heading of a Cross Reference Index Entry, referring from it to the form of the name which actually occurs on the title pages of books published by them.

---

34 RANGANATHAN (S. R.). Theory of library catalogue. 1938. (Madras Library Association, publication series, 7). Chap. 52.

There are also some Series which have alternative names.

The following examples, most of which relate to the Main Entries and the Index Entries cited as examples in chapters 1 and 3, illustrate some of these types of Cross Reference Index Entry headings. It may be remarked here that the causes that may give rise to Cross Reference Index Entries are many and new causes may appear at any time in future. The choice of alternative names to be used as Cross Reference Index Entry headings is to be regulated to a large extent by the selective instinct of the cataloguer for what is paying. As has been already stated, it is this flair that distinguishes an efficient cataloguer from an unimaginative plodder. But it may be stated that the frequency of occurrence of the Cross Reference Index Entries is ordinarily very small.

For convenience, the Cross Reference Index Entry cards may be light red.

It will be found that the directing word used is '*see*' in some of the examples given below and '*see also*' in others. If both the alternative names occur as headings in Index Entries, the connecting word '*see also*' is to be used. If the name used as the heading in the Cross Reference Index Entry never occurs as the heading in the Index Entry, the connecting word '*see*' is to be used. It may be remarked that the connecting word '*see*' may have to be changed into '*see also*' as need arises.

Examples

1. COUCH (Arthur Quiller-).
   See
   QUILLER-COUCH (Arthur).
   and
   Q.

2. QUILLER-COUCH (Arthur).

See also

Q.

3. QUILLER-COUCH (Arthur Thomas).

See

QUILLER-COUCH (Arthur).

and

Q.

The full name of the author to whom the above three Cross Reference Index Entries relate is Arthur Thomas Quiller-Couch. But it is seldom that the forename 'Thomas' occurs on the title page. Again in some cases, only the initial-name Q occurs on the title page. Further as the surname is a compound name, it is desirable that a reference should be made from the second half of the compound name to the full name.

4. BIRD (Isabella *Miss*).

See also

BISHOP (Isabella *Mrs.*).

5. SALISBURY (*Earl of*).

See

HOWARD (Henry).

6. RONALDSHAY (*Earl of*).

See also

ZETLAND (*Marquess of*).

---

7. ZETLAND (*Marquess of*).
See also
RONALDSHAY (*Earl of*).

The last two Cross Reference Index Entries are both necessary since the author has written some books under one name and some other books under the other name.

---

8. PATTISON (Andrew Seth Pringle-).
See
PRINGLE-PATTISON (Andrew Seth).

---

9. PRINGLE-PATTISON (Andrew Seth).
See also
SETH (Andrew).

---

10. SETH (Andrew).
See also
PRINGLE-PATTISON (Andrew Seth).

The last three entries require a word of explanation. We find from the *History of the University of Edinburgh* 1883-1933, that Professor Andrew Seth assumed the name of Pringle-Pattison on succeeding to the Haining Estate in 1898. In books written by him before that date his name occurs as Andrew Seth. But in later books it occurs as Andew Seth Pringle-Pattison. Further, an additional Cross Reference Index Entry is necessitated by the newly assumed surname being a compound one.

---

11. ANANDA MATTEYYA.
See
BENNETT (Allan).

In this case Mr. Allan Bennett assumed the name Ananda Matteyya on embracing Buddhism.

---

12. DATTA (Narendra Nath).

    See

    VIVEKANANDA.

In this case Mr. N. N. Datta assumed the name Vivekananda, when he became a Sannyāsin. In the latter āśrama, he was familiarly known as *Swami* Vivekananda, the initial word " Swami " being an honorific prefix.

---

13. MARK TWAIN.

    See

    TWAIN (Mark).

---

14. MAHAJANASABHA, MADRAS.

    See

    MADRAS MAHAJANA SABHA.

---

15. MADRAS UNIVERSITY.

    See

    UNIVERSITY OF MADRAS.

---

16. PATNA UNIVERSITY, SUKHRAJ RAY READERSHIP LECTURES IN NATURAL SCIENCE.

    See

    SUKHRAJ RAY READERSHIP LECTURES IN NATURAL SCIENCE.

In the case of an endowed University Lecture, which has a name which independently individualises it, it is desirable that a Cross Reference Index Entry be given

with the name of the University in the Leading Section, as is illustrated in this case.

---

17 HARIDAS SANSKRIT GRANTHA MALA.

See

KASHI-SANSKRIT-SERIES.

---

18. PLAYS.

See

DRAMA.

---

45 VARIANT FORM OF WORD

45 A Variant Form of Word Entry is to consist of the following sections in the order given:—

(1) Heading (Leading Section);

(2) the directing words '*VARIANT FORMS of the above word to be looked up—;* and

(3) Heading to which reference is made.

451 There is to be a Variant Form of Word Entry using as heading each of all possible Variant Forms in which a personal name or the name of a subject is known or occurs or is likely to occur.

453 The Heading to which reference is made is to be the same as the corresponding word actually used in the related Book Index Entry.

Note that the first two of the directing words are to be in block letters and underlined if written and in italics

if printed. This is to give this type of entry priority over all other entries with a similar heading. Priority is necessary as it may be overlooked by readers if it is given at the end.

Variant forms may be due to transliteration from one script or language to another, difference in usage in regard to archaic or modern forms of spelling, preference of singular or plural forms, masculine or feminine forms, and so on.[35]

We have already seen in the commentary on rule 1212 that certain names may have variant forms of spelling due to lack of uniformity in transliteration. What is more significant from the point of view of the cataloguer is this. The name of the same person may occur in different transliterated forms in different books. Anyone, who has attempted to study the entries with the leading word Muhammad in catalogues of works on Islamic culture, would easily realise the magnitude of this variation. The only way of saving the time of the reader and ensuring that the reader does not miss any of the relevant entries is to give a sufficient number of Cross Reference Index Entries using the different variants as headings.

Examples

1.1 BRAUNE.

VARIANT FORMS of the above word to be looked up:—

BROWN.

BROWNE.

---

35 RANGANATHAN (S. R.). Theory of library catalogue 1938. (Madras Library Association, publication series, 7). Chap. 12.

1.2 BROWN.

VARIANT FORMS of the above word to be looked up:—

BRAUNE.

BROWNE.

1.3 BROWNE.

VARIANT FORMS of the above word to be looked up:—

BRAUNE.

BROWN.

2.1 BANERJEE.

VARIANT FORMS of the above word to be looked up:—

BANGOPADHYAYA.

2.2 BANGOPADHYAYA.

VARIANT FORMS of the above word to be looked up:—

BANERJEE.

---

3 RANGANATHAN.

VARIANT FORMS of the above word to be looked up:—

RANGANADAM.

RANGANADHAN.

RANGANATHAM.

RENGANATHAN.

RUNGANATHAN.

and other associated ones.

CHAPTER 5

MULTIVOLUMED SIMPLE BOOK

5 Two types of Multivolumed Simple Books are to be recognised, *viz.*:

1, books in which the constituent volumes do not have a special title other than the common title of all the volumes and do not have any difference in the other factors that are capable of contributing to the title-portion of a Main Entry; and

2. other books.

FIRST TYPE

51 Books of the first type are to be catalogued like simple books, with the additional provisions given in the subdivisions of this rule.

511 If all the volumes of the book have been published, an additional sentence is to be added to the title-portion of the Main Entry. This additional sentence is to consist, in order, of

1. the number representing the number of volumes constituting the book; and
2. the word " V." or its equivalent in the language of the title page.

5111 If all the volumes of the book have not yet been published, the additional sentence to be added is to consist, in order, of

1. the word " V." or its equivalent in the language of the title page; and
2. the numbers of the volumes published so far and a dash.

This additional sentence is to be in pencil. In this case, the entry is said to be " open ".

5112 As soon as all the volumes are received, the pencil portion of the title-portion is to be replaced in accordance with Rule 511.

5113 If all the volumes of the book that have been published are not possessed by the library, a further sentence is to be added to the title-portion, in square brackets. This sentence in brackets is to consist, in order, of

1. the word " V." or its equivalent in the language of the title page;
2. the numbers representing the volumes not in the library; and
3. the phrase " not in library ".

512 In the Cross Reference Entries the volume number is to be added whenever necessary.

513 In the Book Index Entries, the additional sentence is to be repeated with the short title used in such Entries.

SECOND TYPE

52 Books of the second type are to be catalogued like the books of the first type with the additional provisions given in the subdivisions of this rule.

521 Additional paragraphs are to be added in the Title Portion of the Main Entry—one paragraph to correspond with each volume that has extra specific information in its title page.

522 Each paragraph is to consist, in order, of the following:—

1. the word " V." or its equivalent in the language of the title page;
2. the number of the volume;
3. a full stop;
4. the special title-portion of the volume;
5. a full stop; and
6. a note in circular brackets, if necessary, to indicate its special features if any.

5221 If the numbering of the volumes is not normal, the corresponding portions of the paragraphs are to follow what is given in the book.

5222 If two or more but not all the volumes of a set have a common special title-portion, they are to be given only a single paragraph in common, in the additional section of the Main Entry, the numbers of all such volumes being written after the word " V." or its equivalent.

523 The Book Index Entries of the Book are to include all such additional Entries as are relevant to the special title-portion of the different volumes, given in the Main Entry.

CALL NUMBERS

53 The Call Numbers of Multivolumed Simple Books are to consist of their common Class Number, followed by their successive Book Numbers. If the publication is in progress, the last Book Number is to be followed by a dash.

532 If a cross-reference is to some and not to all the volumes of the set, the third section of the corresponding Cross Reference Entry is to give only the Book Numbers of the volumes to which reference is made.

537 If some and not all of the volumes of a set are undersized or oversized or abnormal, the underlining, etc., is to be made to the Book Numbers of those volumes only.

Examples

1. X F0.1—F0.2

TAUSSIG (Frank William).

Principles of economics. Edn. 2. 2V.

10101, 10013

2. O:3L71*w* G2.1—G2.4—

SCOTT (Walter).

Letters, ed. by H. J. C. Grierson, etc. V.1—4—

V.1. 1787-1807.

V.2. 1808-1811.

V.3. 1811-1814.

V.4. 1815-1817.

73352-4; 73778

It is assumed that this publication is still in progress. The last Book Number is, therefore followed by a dash and the corresponding volume part of the title-portion is to be in pencil.

It is obvious that the detailed information about the contents of each volume will be of help to readers.

---

3. E1:1*a*N1 E2.1—E2.4

HOFFMANN (M. K.). *Ed.*

Dictionary of the inorganic compounds. 3V. in 4.

V.1. Part 1. Introd. etc. and water to silver, No. 1-31.

V.1. Part 2. Mercury to boron, No. 32-55.

V.2. Aluminium to xenon, No. 56-81. Bibliographies.

V.3. Calculation table, index, etc. (This volume has A. Thiel as additional editor),

11520—11523

In this case, the book has its title in four languages, *viz.*, English, German, French, and Italian. Hence, the entry is made in English in accordance with Rule 0233 of Chapter 02 assuming English to be the favoured language of the library. It may be noted that the name of an additional joint editor appears on the title page of the third volume and that this information is conveyed in the entry by an appropriate note. A. Thiel would give rise to a Joint Editor Entry.

It is obvious that the detailed information about the contents of each volume will be of help to readers.

CHAPTER 6

COMPOSITE BOOK

ORDINARY COMPOSITE BOOK

61 An ordinary Composite Book is to be dealt with as a Simple Book ignoring the names of the contributors of the constituent parts except for Index Entries (*vide* Rules 611, 613 and their subdivisions).

Examples

1. In the case of the book whose title page reads "The happy baby | editorial adviser: | Dr. L. Emmett Holt | contributors: | Dr. L. Emmett Holt Dr. Ralph Lobenstine | Dr. Harvey J. Burkhart Dr. Henry L. K. Shaw".

The Main Entry is to be as follows:—

L91:75 F6
HOLT (Luther Emmett). *Ed.*
The happy baby.
46411

2. R3:Q28A G1
SCIENCE. *First word.*
Science and religion, a symposium.
68340

In this case, the title page contains no other information, except the usual imprint.

3. In the case of the book whose title page reads "Psychological elements | in speech | by | Emil Fröschels | in company | with Professor Dr. Octmar

Dittrich | *and* | Frau Dr. Ilka Wilheim | translated from the German by | Nils Ferre ".

The Main Entry is to be as follows:—

S:682 G2

FRÖSCHELS (Emil).

Psychological elements in speech, tr. by Nils Ferre.

74308

---

4. In the case of the book whose title page reads " The modern state | by | Leonard Woolf | Lord Eustace Percy | Mrs. Sydney Webb | Professor W. G. S. Adams | Sir Arthur Salter | *edited by* | Mary Adams ".

The Main Entry is to be as follows:—

W G3

ADAMS (Mary). *Ed.*

Modern state.

74736

---

5. AjI11 E1

M'INTOSH (William Carmichael), etc. *Eds.*

University of Saint Andrews, five hundredth anniversary; memorial volume of scientific papers.

32405

---

613 In the case of Ordinary Composite Books other than encyclopaedias and memorial volumes, there are to be Book Index Entries with a Ninth kind of Heading, over and above the eight kinds of Headings enumerated in Rule 321.

6139 The Ninth kind of Index Entry is to consist of the following sections in the order given:—

(1) Heading of contribution (Leading Section);

(2) Title of contribution;

(3) the descriptive words like "*Forming part of*"; and

(4) Heading of the Book, omitting fore-names in the case of names of persons, followed by a colon and the short title of the book with the initial letter in capital and call number of the book.

Provided that the Heading and the Colon are to be omitted if the Heading is First Word of Title.

613901 For convenience of reference, an Index Entry of the Ninth kind is to be called a "Contributor Index Entry".

61391 The name of the contributor of each distinct contribution in the book is to be used as a Heading for a Contributor Index Entry. The Heading is to be written on the analogy of Rules, 121, 122 and their subdivisions.

Example

Just one example of "Contributor Index Entry."

WEBB (Sydney *Mrs.*)
Diseases of organised society.
Forming part of
Adams: Modern state. W G3

This type of entry is called an Author Analytical. Composite books calling for them are becoming common.

They are beyond doubt of help to readers and to the reference staff. However, they lead to civil war, as it were, among the Laws of Library Science under the instigation of the Law of Parsimony and a compromise is to abstain from giving such entries in the case of books which have been analysed in published bibliographies.[36]

ARTIFICIAL COMPOSITE BOOK

621 In the case of an Artificial Composite Book, the Main Entry is to be constructed as if it is the Main Entry of the First constituent work except that to this is to be added a section for each later constituent Work. Further, the descriptive words "*Composite book*" are to be added after the Call Number in the Leading Section.

6212 The section giving the entry for the Second Constituent Work is to consist of

1. the number "2";
2. the words which will contribute the Heading appropriate to it;
3. a colon;
4. its Title-portion with the initial letter in capital;
5. a full stop;
6. the Note, if any (subject to Rule 6214); and
7. its Call Number, written at the right end of the last line of the section.

36 RANGANATHAN (S. R.). Theory of library catalogue. 1938. (Madras Library Association, publication series, 7). Chap. 31.

62121 The various parts of the section are to be constructed on the lines of Rule 1 and its subdivisions.

6213 The paragraph giving the entry for any later Constituent Work is to be similar to the entry for the Second Constituent Work, except that the appropriate serial number is to take the place of "2".

6214 If all the Constituent Works belong to the same Series, a note need not be written in the section for each Constituent Work. It is sufficient if a single note is added as the final section, the serial number part of the section consisting of the successive serial numbers.

Example

B633:23 E1 *Composite book*

HENDERSON (Archibald).

The twenty-seven lines upon the cubic surface.

2. Wood (P. W.): Twisted cubic with the cubical hyperbola. B6363:23 E3

(Cambridge tracts in mathematics and mathematical physics, 13, 14).

6060

622 The Cross Reference Entries of an Artificial Composite Book are to be of two types:—

1. special; and
2. ordinary.

6221 A Special Cross Reference Entry is to be given from the Call Number of

each of the second and the succeeding Constituent Works.

62211 A Special Cross Reference Entry is to consist of the following sections written in the order given:—

1. the Call Number of the Constituent Work cross referred (Leading Section);
2. its Heading;
3. its Title;
4. the descriptive words like "*bound with*" or "*printed with*" as the case may be;
5. the Call Number in the Leading Section of the Main Entry; and
6. the Heading of the Main Entry, as prescribed in Rule 2, and the short title of the First Constituent Work, a full stop, and the words like "Part 2" or "Part 3", etc. as the case may be.

Example

B6363:23 E3

WOOD (P. W.).

Twisted cubic with the cubical hyperbola.

bound with

B633:23 E1

Henderson: Twenty-seven lines upon the cubic surface. Part 2.

See the example under rule 6214 for the Main Entry.

6222 An Ordinary Cross Reference Entry is to be given from every topic in each of the Constituent Works, which may call for it.

62221 An Ordinary Cross Reference Entry is to be constructed in accordance with Rule 2 and its subdivisions with the following modifications:

(1) the Call Number, the Heading and the Short-title are to be those of the First Constituent Work;

(2) instead of pages of reference, the part and the pages of reference if any are to be given; and

(3) the descriptive words "*composite book*" are to be added after the Call Number.

623 All the Index entries appropriate to each Constituent Work, in accordance with Rule 3 and its subdivisions, are to be given, with the modification that, in the case of Book Index Entries, the Index Number is to consist of the following written as separate sentences:

(1) the Call Number of the First Constituent Work;

(2) the descriptive words "*Composite book*", and

(3) the words "Part 1" or "Part 2", etc., as the case may be.

Example

WOOD (P. W.).
Twisted cubic. B633:23 E1 *Composite book.* Part 2.

See the example under rule 6214 for the Main Entry.

624 All the Cross Reference Index Entries appropriate to each Constituent Work are to be given in accordance with Rule 4 and its subdivisions.

CHAPTER 7

PERIODICAL PUBLICATIONS

SIMPLE TYPE

The definitions of the terms "Periodical Publication", "Periodical" and "Serial" have been given in Chapter 08. Periodical Publications form one of the sources of perplexity in cataloguing practice. Their vagaries may transcend all imagination and anticipation. It looks as if nothing relating to a Periodical Publication can escape the sport of caprice—publishing society, name, periodicity, *format*, pagination, excrescential attachments to all or stray volumes and, last but not least, span of life and resurrection.

For convenience, this chapter confines itself to Periodical Publications of the simple type, *i.e.*, those that are free from vagaries of any kind. The next chapter will be devoted to the special treatment that must be given to Periodical Publications of a complex type, *i.e.*, those that present vagaries of different sorts.

MAIN ENTRY

71 The main entry of a Periodical Publication of the simple type is to consist

of the following sections in the order given:—

1. Class Number (Leading Section);
2. Heading;
3. Title-portion;
4. Series note, if any; and
5. Volume periodicity note.

711 The Class Number is to be taken from the back of the title page.

It may be seen from rule 11 that the leading section of the main entry of a book consists of its call number. But in the case of a periodical publication, the leading section is to consist only of the class number. It is so because the main card of a periodical publication stands not for one volume but for a number of its volumes. *See* rule 713.

712 The Heading is to be

1. the name of the appropriate Corporate Body, written as provided in Rule 123 and its subdivisions, if

either

(*a*) the Periodical Publication is of corporate authorship

or

(*b*) it is published by or is the organ of a Learned Society, though it may be only of a composite nature not amounting to a case of corporate authorship; and

2. the first word of the title, written as provided in Rule 128, if it is

   neither

   (*a*) a publication of corporate authorship

   nor

   (*b*) neither published by nor an organ of a Learned Society.

7123 If the Periodical Publication consists of the proceedings of a conference held periodically, the number, place and year of the Conference, prescribed by Rules 1233 and 12331 for inclusion in the Heading, are to be omitted.

713 The title-portion is to consist of

1. the title of the publication written as provided in Rule 131;
2. a full stop;
3. the word " V." or its equivalent if the title page is not in English;
4. the numbers of the volumes available in the library, if the volumes of the Periodical Publication are numbered;
5. a full stop; and
6. the years of the volumes available in the library.

By the " year of the volume " is meant, the year covered by the volume which may not necessarily be the year of publication of the volume. See, for instance, example 2 under Rule 721.

7131 If the title of a Periodical Publication, not having the name of a Corporate Body as the Heading for its Main Entry, does not individualise it, an individualising term is to be added in square brackets, immediately after it. This is to be the name of its country, state, province, district, taluk or town, the area which has the greatest extension and is sufficient for individualisation. The name is to be deemed to be a separate sentence.

In all other entries, the individualising term is to be invariably written after the title.

Examples

1. EDUCATIONAL. *First word.*
   Educational review. [United States].
2. EDUCATIONAL. *First word.*
   Educational review. [India].
3. FREE. *First word.*
   Free press. [Bombay].
4. FREE. *First word.*
   Free press. [Madras].

7132 If the Periodical Publication is current in the library, the last volume number if the volume numbers are given and the last year number are to be written in pencil.

In such a case, the entry is said to be "open for the library".

The idea in writing the latest volume number and the latest year number in pencil is that they may be

changed into the succeeding numbers as soon as the succeeding volume gets completed and accessioned. Usually, libraries do not write these numbers even in pencil but leave these places blank. Knowing as we do, the notorious impunctuality of periodical publications, it is seldom possible to guess the number and year of the last completed volume. The simple device suggested in this rule has been found to be a source of great relief both to the reference staff and to the readers.

7133 If the Periodical Publication is discontinued in the library, the last volume number, if volume numbers are given, and the last year number are to be inked.

In such a case, the entry is said to be "closed for the library".

714 The Series note, if any, is to be enclosed in circular brackets and is to be constructed in accordance with Rule 141 and its subdivisions, except that the series numbers of all the volumes of the Periodical Publication are to be given in succession at the end of the note. Further, if the first volume of the set does not belong to the series, the volume number or in its absence the year number of the earliest volume of the set which belongs to the series is to be written as the denominator under its corresponding serial number. If any of the later volumes of the set happen to go off the series, the volume number or in its absence the year of the next earliest volume

that belongs to the series is to be written as a denominator under its corresponding serial number and so on.

715 The Volume Periodicity note is to be enclosed in square brackets and is to mention the number of volumes normally published in a year and the number of separately bound parts constituting each volume, if the volume is bound in more than one part. If more than a year is taken for a volume to be completed, the approximate number of years in which a volume is completed is to be given in this section.

71501 In the former case the note is to consist of the following, in succession,

1. the number indicating the number of volumes per year;
2. the words " V. per year ";
3. a semi-colon;
4. the number of separately bound parts in a volume;
5. the words " parts per volume ";
6. a full stop;
7. the year of commencement; and
8. a dash;

with the provision that (3), (4) and (5), are to be omitted if each volume is bound as one part.

71502 In the latter case, the note is to consist of the following, in succession,

1. the words " 1.V. for ";
2. the number indicating the number of years;
3. the word " years ";
4. a semi-colon; and

(5), (6), (7), (8) and (9) same as (4), (5), (6), (7) and (8) respectively in Rule 71501;

with the provision that (4), (5) and (6) are to be omitted if each volume is bound as one part.

71503 If the publication is irregular, the note in square brackets is to commence with the word " Irregular ".

7151 If the Periodical Publication continues to be published, whether taken in the library or not, no figure is to be added after the final dash, mentioned in Rules 71501 and 71502.

In such a case, the entry is said to be " open for publication ".

7152 If the Periodical Publication has ceased to be published, the year of the last published volume is to be inserted after the dash mentioned in Rules 71501 and 71502.

In such a case, the entry is said to be " closed for publication ".

This Volume Periodicity note may have to get its information from outside the publication itself. That is why it is directed to be enclosed in square brackets. It may not be possible to get at the year of commencement

of some periodical publications. But the cataloguer should spare no efforts to hunt for the information in all possible bibliographical sources and should not rest until he has succeeded in his effort. The chapter entitled "Bibliographical suggestions" in the *Guide to the cataloguing of the serial publications of societies and institutions* published by the Library of Congress maps out for him the regions where he must hunt for information. No doubt this process may often take an indefinite length of time. That does not mean that the cataloguing should be postponed and the periodical publication should be held up in the cataloguer's unsolved heap, until the information sought is obtained. Such a procedure would go quite against all the Laws of Library Science. On the other hand, what should be done is to release the publication for public use, leaving the space, within the square brackets in the catalogue card, blank. A list of such incomplete cards should be maintained so that they may not be forgotten. The blank space is to be filled in as and when the necessary information is obtained.

Examples

Note:—*In the examples of this chapter, the numbers intended to be written in pencil as per Rule* 7131 *are shown in antique.*

---

1. 473:N02*r*

CARNEGIE INSTITUTION OF WASHINGTON.

Year book. V. 1-31. **1902-1932.**

[1 V. per year. 1902-].

This entry implies that the library has an unbroken set of this Serial which is current in the library.

2. 502:2:M72

INDIAN. *First word.*

Indian antiquary, etc., V. 3-62. 1874-1933.

[1 V. per year. 1872-1933.]

It is to be seen that this entry is both " closed for the library " and " closed for publication ".

The words represented by " etc." are " A journal of oriental research in archaeology, epigraphy, ethnology, geography, history, folklore, languages, literature, numismatics, philosophy, religion, etc., etc.".

3. 773nM99

WHO'S. *First word.*

Who's who in America, etc. V. 16, 1930|1931.

[1 V. for 2 years. 1899|1900—].

This entry shows that the library has got only one volume of this Serial, but that the serial continues to be issued. In this case the entry is " closed for the library " but is " open for publication ".

The " etc." represents the words " a bibliographical dictionary of notable living men and women of the United States."

4. 81:M64

STATESMAN'S. *First word.*

Statesman's year book, etc. V. 1-21; 24-30; 65-70. 1864-1884; 1887-1893; 1928-1933.

[1 V. per year. 1864-].

This entry implies that the library has a broken set of this Serial; but the Serial is current in the library.

The word " etc." represents the words " statistical and historical annual of the states of the world ".

---

5. I*m*3 :M87

ANNALS. *First word.*

Annals of botany. V. 1-**47**. 1887-**1933**.

[1 V. per year. 1887-].

This entry implies that the Periodical is current in the library and that the library has an unbroken set.

---

6. T4*h*2 :M41*n*

PRESIDENCY COLLEGE. Madras. City.

Calendar. 1926|1927—**1933|1934**.

[1 V. per year.].

In this case, the volumes of the Serial are not consecutively numbered. The ' year of the volume ' is the only factor that distinguishes the volumes from one another. As the information about the year of commencement is not available, its space within square brackets is left blank. It is to be filled up as soon as the information is got.

---

7. W :26*m*2 :N29

MADRAS CHAMBER OF LOCAL BOARDS.

Local self-government quarterly. V. 1-**2**. 1931|1932—**1932|1933**.

[1 V. per year. **1931|1932**—.]

It is to be noted here as well as in example (6) that the " year of the volume " is not a calendar year but an artificial year which spreads over two calendar years. But in example (3), the similar notation stands for two full calendar years.

8. *Z438y7m*

BURMA. HIGH COURT.

Indian law reports, Rangoon series, etc. V. 1-11. 1923-1933.

[1 V. per year. 1923-].

CROSS REFERENCE ENTRY

72 No Cross-reference entry is to be given in the case of a Periodical Publication, except in the case of a volume which contains only a single work, so that by itself it may be looked upon as a Simple Book and in the case of a volume which has been ear-marked as a Memorial Volume or as a special volume in any sense.

721 Such a Cross-reference entry is to consist of the following sections, in order:—

1. the Class Number which the volume would get, if classified as an independent work (Leading Section);
2. the directing words "*See also*";
3. the Class Number of the Periodical Publication;
4. the Heading of the Periodical Publication, a colon and the title of the Periodical Publication (with the initial letter in capital) followed by the word "V." which is itself to be followed by the number of the volume or the year of the volume, or both, according to the information available,

provided that (1) if the Heading is in two or more sentences, the full stops in it are to be replaced by commas and (2) if the Heading is First Word of Title, the Heading and the Colon are to be omitted.

Examples

---

1. P15:25Ax11

   See also

   504:73:M43

   American Oriental Society: Journal. V. 9. 1871.

This entry states that the ninth volume of the *Journal of the American Oriental Society* is made up of the single work *Taittirīya-prātiśākhyā.* In fact the title of the work appears on the first page of the volume as follows:—

"The Taittirīya-prātiśākhyā with the commentary, the Tribhāṣyaratna: text, translation, and notes, by William D. Whitney, Professor of Sanskrit in Yale College".

---

2. BjN08

   See also

   Bm2:N08

   Calcutta Mathematical Society: Bulletin. V. 20. 1928.

The title page of this volume reads as follows:—

"Commemoration volume | on the occasion of the | twentieth anniversary | of the foundation of | the Calcutta Mathematical Society | in 1928 | bulletin | Vol. XX."

It may be stated here that the volume was actually published only in 1930, as shown in the imprint. But, 1928 is the "year of the volume".

INDEX ENTRY

73 Subject to Rules 7301 and 7302, ordinarily a Periodical Publication is to be given Class Index Entries and no other type of Index Entries.

The Class Index Entries are to be written on the analogy of Rule 31 of Chapter 3 and its subdivisions.

7301 A Periodical Publication, which is an annual or periodic report of Government Authorship, is not to be given any Index Entry whatever.

7302 In the case of a Periodical Publication, which is an annual or periodic report of Corporate Authorship other than Government Authorship, the Corporate Author is to be given " Epochal Index Entries " and no other type of Index Entry is to be given.

For example, the *Annual reports* of the Director of Public Instruction, Madras, are to get no kind of Index Entry. They are to get a Main Entry and Main Entry only.

On the other hand, the *Year books* of the Carnegie Institution of Washington, whose Main Entry is given as example 1 under Rule 7152, are to get an Epochal Index Entry in the following form:

CARNEGIE INSTITUTION OF WASHINGTON.
In generalia. 473:N02

731 In the case of a Periodical Publication not covered by Rules 7301 and 7302, a Class Index Entry is to be given using

each of the following as Heading, so far as they are applicable:

1. the Heading of the Main Entry, if it is the name of a Corporate Body;
2. alternative names, if any, by which the name used as the Heading of the first kind is familiary known;
3. the first word of the name of the Periodical Publication, unless
   (*a*) the Heading of the Main Entry is the name of a Corporate Body; and
   (*b*) the name of that Corporate Body forms the first part of the name of the Periodical Publication.
4. the first words of the alternative names, if any, by which the Periodical Publication is familiarly known.

732 The second section of the Class Index Entry of a Periodical Publication is to depend on the nature of the Heading.

7321 If the Heading is of the first or the second kind, the second section is to consist of the title of the Periodical Publication and the Index Number which is to be the Class Number of the publication. The two parts of this section are to be deemed as separate sentences.

7323 If the Heading is of the third or the fourth kind, the second section is to

consist of the name of the Periodical Publication including the words that have contributed to the Heading in the main entry or the words equivalent thereto, if they form an essential part of the name, and the Index Number which is to be the Class Number of the publication. The two parts of this section are to be deemed as separate sentences.

Examples

1. The *Zeitschrift der deutschen morgenlandischen Gesellschaft* is to get the following Index Entries:

DEUTSCHEN MORGENLANDISCHEN GESELLSCHAFT.
Zeitschrift. 504:55:M45

---

and

ZEITSCHRIFT. *First word.*
Zeitschrift der deutschen morgenlandischen Gesellschaft. 504:55:M45

---

and

Z. *First word.*
Z.D.M.G. 504:55:M45

---

as the last is the familiar appellation by which it is asked for by the students of Asiatic culture.

2. The *Journal of the Indian Mathematical Society* whose Main Entry will be as follows, but for the information about the volumes available in the library and the notes,

---

Bm2:N07
INDIAN MATHEMATICAL SOCIETY.
Journal.

---

is to get the following Index Entries:

INDIAN MATHEMATICAL SOCIETY.
Journal. Bm2:N07

---

and

JOURNAL. *First word.*
Journal of the Indian Mathematical Society. Bm2:N07

---

3. WHO'S. *First word.*
Who's who in America. 773nM99

See example 3 under rule 7152 for the Main Entry.

The Journal fur die reine und angewandte Mathematik is to get the following Index Entries:—

---

4. JOURNAL. *First word.*
Journal für die reine und angewandte Mathematik. Bm55:M26

---

and

CRELLE'S. *First word.*
Crelle's journal. Bm55:M26

---

as it is familiarly known by the latter name.

---

5. ANNALS. *First word.*
Annals of botany. Im3:M87

See example 5 under rule 7152 for the Main Entry.

6. PRESIDENCY COLLEGE. Madras. City.
Calendar. T4*h*2:M41*n*

See example 6 under rule 7152 for the Main Entry.

7. MADRAS CHAMBER OF LOCAL BOARDS.
Local self-government quarterly.
W:26*m*2:N29

and

LOCAL. *First word.*
Local self-government quarterly.
W:26*m*2:N29

See example 7 under rule 7152 for the Main Entry.

8. BURMA. HIGH COURT.
Indian law reports, Rangoon series.
Z438*y*7*m*

and

INDIAN. *First word.*
Indian law reports, Rangoon series.
Z438*y*7*m*

and

RANGOON. *First word.*
Rangoon law reports. Z438*y*7*m*

and

BURMA. *First word.*
Burma law reports. Z438*y*7*m*

See example 8 under rule 7152 for the Main Entry.

Cross Reference Index Entry

74 A Periodical Publication is to be given Cross Reference Index Entries of the fourth kind, *viz.* Label Index Entries, and no other kind of Cross Reference Index Entry. The Cross Reference Index Entries are to be written on the analogy of Rule 44 of Chapter 4 and its subdivisions with the modification that the title of the Periodical Publication, as it occurs in the Main Entry, is to be added as an additional section if the referred Heading is the name of a Corporate Body and that the full title of the Periodical Publication is to be added as an additional section if the referred Heading is the first word of the title.

741 . The Label Headings to be used are "Periodicals" and "Serials".

See rule 08 for the definition of the terms "Periodical" and "Serial". Roughly speaking, the presence of *m* in the Class Number would indicate a periodical. Other Periodical Publications may ordinarily be taken as serials.

7411 Notwithstanding the provision in Rule 43, when "Periodicals" or "Serials" form the Heading of a Label Entry, the Class Number of the publication is to be entered in the place and in the style prescribed for Index Number in a Class Index Entry.

Examples

1 The Periodical Publication given as example 1 under rule 7323 is to get the following Cross Reference Index Entries:—

---

1. PERIODICALS.
See also
DEUTSCHEN MORGENLANDISCHEN GESELLSCHAFT.
Zeitschrift. 504:55:M45

---

and

---

2. PERIODICALS.
See also
ZEITSCHRIFT. *First word.*
Zeitschrift der deutschen morgenlandischen Gesellschaft. 504:55:M45

---

and

---

3. PERIODICALS.
See also
Z. *First word.*
Z.D.M.G. 504:55:M45

---

2. The Periodical Publication given as example 2 under rule 7323 is to get the following Cross Reference Index Entries:—

---

1. PERIODICALS.
See also
INDIAN MATHEMATICAL SOCIETY.
Journal. B*m*2:N07

---

and

---

2. PERIODICALS.

See also

JOURNAL. *First word.*

Journal of the Indian Mathematical Society.

B*m*2:N07

---

3. The Periodical Publication given as example 4 under rule 7323 is to get the following Cross Reference Index Entries:—

---

1. PERIODICALS.

See also

JOURNAL. *First word.*

Journal für die reine und angewandte Mathematik. B*m*55:M26

---

and

---

2. PERIODICALS.

See also

CRELLE'S. *First word.*

Crelle's journal. B*m*55:M26

---

4. The Periodical Publication given as example 8 under rule 7323 is to get the following Cross Reference Index Entries:—

---

1. PERIODICALS.

See also

BURMA. HIGH COURT.

Indian law reports, Rangoon series. Z438*y*7*m*

---

and

2. PERIODICALS.

See also

INDIAN. *First word.*

Indian law reports, Rangoon series. Z438*y*7*m*

3. PERIODICALS.

See also

RANGOON. *First word.*

Rangoon law reports. Z438*y*7*m*

4. PERIODICALS.

See also

BURMA. *First word.*

Burma law reports. Z438*y*7*m*

5. The Periodical Publication given as example 3 under rule 7323 is to get the following Cross Reference Index Entry :—

SERIALS.

See also

WHO'S. *First word.*

Who's who in America. 773*n*M99

6. The Periodical Publication given as example 6 under rule 7323 is to get the following Cross Reference Index Entry :—

SERIALS.

See also

PRESIDENCY COLLEGE. Madras. City.
Calendar. T4*h*2 :M41*n*

Cumulative Index

75 In the case of a volume constituting a cumulative index of a Periodical Publication, there is to be only a Main Entry consisting of the following sections written in accordance with the earlier rules appropriate to them:

1. Call Number (Leading Section);
2. Heading, which is to be the same as for the Periodical Publication to which it relates;
3. the title of the Periodical Publication to which it relates; and
4. an extract from the title page, indicating the nature and scope of the index.

Example

Im3:M87*a* D1
ANNALS. *First word.*
Annals of botany.
Index to V. 1-10; (1887-1896).

Back of the Main Card

76 The back of the Main Card of a Periodical Publication is to furnish,

1. on the right half
   (*a*) the Headings used for the Index Entries,
   (*b*) the Headings used for the Cross Reference Index Entries,
   (*c*) the Class Numbers from which Cross Reference is made, show-

ing against them the numbers and years of the corresponding volumes;

2. on the left half
the Number, the year, the Accession Number and the Book Number of each volume.

The four pieces of information are to be deemed as separate sentences and the inclusive notation is to be used wherever possible.

CHAPTER 8

PERIODICAL PUBLICATIONS

Complex Types

8 Periodical Publications may present one or more of the following primary kinds of complexities.

11. Change in volume-periodicity.

12. Volumes being numbered in two or more sequences, the sequences being termed New Series, First Series, Second Series, etc., or by similar names.

13. Volumes being numbered simultaneously in two or more sequences.

21. Non-publication of volumes in certain periods, but the sequence of volume numbers being continuous.

22. Break in the sequence or irregularity in the numbering of volumes due to non-publication or other causes.

23. Two or more volumes issued as a single volume or bound as a single volume.

31. Change of title or of name used as heading or both, but the numbering of the volumes being continued in the original sequence.

32. Change of title or of name used as heading or both, with change in the sequence of volume numbers.

41. Amalgamation of two or more Periodical Publications under the title of one of the amalgamated Publications, and the numbering of the volumes continued in its original sequence.

42. Amalgamation of two or more Periodical Publications under the title of one of the amalgamated Publications but with change in the sequence of volume numbers.

43. Amalgamation of two or more Periodical Publications under a new title with its Class Number the same as that of one of the Publications amalgamated.

44. Amalgamation of two or more Periodical Publications under a new title and with change in the Class Number.

51. Splitting up into two or more Periodical Publications with one of them having the original Class Number.

52. Splitting up into two or more Periodical Publications, the original Class Number not being borne by any of them.

61. Having monograph supplements or book supplements without separate pagination and title page.

62. Having monograph supplements or book supplements with separate pagination and title page.

63. Having a sequence of supplementary or extra volumes having separate pagination and title page, and capable of being regarded as a Periodical Publication by itself.

64. The supplements of the kinds 62 and 63 being covered by the cumulative indexes of the Main Periodical Publication.

Following the example of mathematicians, we shall first confine ourselves to each of these primary complexities in isolation—*i.e.* each type by itself and uncomplicated by association with other kinds of complexities—and consider and develop the methods necessary to meet them.

Peculiarities in Volume-Number

811 In the case of complexity of kind 11 enumerated in Rule 8, a separate main card is to be made for each volume-periodicity.

8111 The Class Number in each such card being the same, all such cards are to be treated as a set of 'continued cards' as per Rule 0381.

8112 The entry in all but the last card of the set is to be 'closed for publication' as provided in Rule 7152.

See examples 2.2, 2.3, 3.12 and 3.13 given under rule 893 of this chapter.

812 In the case of complexity of kind 12 enumerated in Rule 8, a separate main card is to be made for each sequence with the names of the series interpolated as a separate sentence between the title and the word "V.".

8121 The Class Number in each such card being the same, all such cards are to be treated as a set of 'continued cards' as per Rule 0381.

8122 The entry in all but the last card of the set is to be 'closed for publication' as provided in Rule 7152.

See examples 3.3 to 3.12 given under rule 893 of this chapter.

813 In the case of complexity of kind 13 enumerated in Rule 8, Rule 812 and its subdivisions are to be applied with the following modification:—

Wherever the numbering of volumes occurs, the number in the alternative sequence is to be interpolated after it in circular brackets as in example 3 given at the end of this chapter.

Which sequence is to be shown within brackets is a question to be decided according to the circumstances of

each case,—according to the prominence given in the publication itself to one or other of the sequences.

INTERRUPTED PUBLICATION

821 In the case of complexity of kind 21 enumerated in Rule 8, an additional note is to be added in crooked brackets consisting in order of—

1. the introductory phrase 'no V. in'; and
2. the year or years corresponding to which there is no volume.

This complexity is of frequent occurrence. For example, the *Annual report* of the American Bison Society, which started in 1905 as volume 1, is still continued, but there were no issues in 1921 and 1922.

Many periodicals seem to have suffered an interruption during the Great War. For example, the *Journal* of the Association of Official Agricultural Chemists, Washington D.C. which started in 1915 has been regularly coming out as one volume per year except for the interruption during the years 1917-1919; with the result, the number of the volume for 1920 is 3 and not 6. Again the *Isis* started by the History of Sciences Society, Washington D.C. in 1913 had to be suspended from July 1914 to August 1919; with the result, while the 1913 volume is numbered as 1, the volume for 1920 is numbered as 2 instead of 8. So also the *Carolina journal of pharmacy* started by the North Carolina Pharmaceutical Association in 1915 was suspended from 1918 to 1921; with the result, the volume for 1922 is numbered 4 instead of 8.

Here is a case of infantile mortality. The *Journal* of the Portland Society of Natural History whose first number of the first volume came out in 1864 has not till now sent out a second number. Further, in the case of

another Periodical emanating from the same body under the title *Proceedings* 4 volumes have come out between the years 1862 and 1930. But the Society still continues to be active and nobody can prophesy that further volumes will not come.

Another case of what appears to be one of a long drawn out infantile mortality was characterised by actual resurrection a century later. " The Connecticut Academy of Arts and Sciences was organised and chartered by the State in the year 1799. In 1810 it issued the first part of Vol. 1 of the *Memoirs* of the Academy . . . Part 2 of this volume appeared in 1811, Part 3 in 1813, and 4 in 1816 . . . Since 1816 papers read before the Academy have, to a considerable extent, found their way to be published through the *American journal of science* the first number of which was issued in August 1818."[37] As a matter of fact the very first article in No. 1 of V. 1 of the *American journal of science* is the *Essay on musical temperament* by Prof. Fisher of Yale College, which is published with the following note:—" From the MS. papers of the Connecticut Academy, now published by permission ". The career of the *Memoirs* of the Connecticut Academy of Arts and Sciences, which, took seven years to complete its first volume, was believed to have come to an end. As has been indicated in the passage already quoted, the *Memoirs* was published in the *American journal of science* from 1818 to 1865. In 1866, the Academy commenced its second Periodical under the title of *Transactions* and the " Memoirs " was published in it from 1866 to 1909. But to the surprise of all and even while the *Transactions* was still in progress and after an interval of nearly a century, V. 2 of the *Memoirs* came

37 American journal of sciences and arts. V. 92, p. 138. 1866.

out in 1910, thereby establishing a record in suspended animation. Unfortunately, however, it was not able to keep to time and since the seventh volume came out in 1920 instead of 1915, nothing is yet known whether it is actually dead or has gone into another spell of suspended animation, though its younger sister, the *Transactions*, from which it broke away in 1910, still appears to be progressing quite normally.

Here are some examples of Main Entries relating to complexity of this kind:

Examples

---

1. A*vm*73:N24

HISTORY OF SCIENCE SOCIETY. Washington D.C.

Isis. V. 1-15. 1913-1923.

[1. V. per year. 1913-].

{ No. V. in 1914-1919 }.

---

2. J:E*m*73:M84

ASSOCIATION OF OFFICIAL AGRICULTURAL CHEMISTS. Washington D.C.

Journal. V. 1-16. 1915-1933.

[1 V. per year. 1915-].

{ No V. in 1917-1919 }.

---

822 In the case of complexity of kind ·22 enumerated in Rule 8, an additional note is to be added in crooked brackets consisting, in order, of—

1. the introductory phrase " V. not published "; and

2. the numbers of the volumes not published.

This complexity does not occur as frequently as complexity of kind 21. But it is by no means absent. The *Transactions* of the "American Laryngological, Rhinological and Otological Society" exists only from volume 2 published in 1896. It appears that volume 1 was never published. Another case of this type is that of the *Proceedings* of the "Certified Milk Producers' Association of America" whose published volumes number from 3, dated 1910, volumes 1 and 2 not having been published.

Here is another queer case. In the case of the *Transactions* of the "American Otological Society," the first number of the first volume was issued only in manuscript and V. 2 was published with the *Proceedings* of the "American Ophthalmological Society", with the result, the set of the *Transactions* does not have the second volume and the first volume is incomplete. Again volumes 2 and 5-7 of the *Proceedings* of the "Potato Association of America" have not been published, though the other volumes have been coming out regularly.

In the case of the irregular Periodical called *Percolator* and published by the "Chemists' Club", New York City, the first five volumes were published in 1909-1922. From 1922-1925, numbers 56-62 of the publication came out without being assembled as volumes at all. But the numbers of 1926 claimed to form part of volume 8 of the publication. Similarly, the *Engineers bulletin* published by the "Colorado Society of Engineers" sent out its first 55 numbers between the years 1918 and 1922 and made no attempt to group them into volumes. But from 1923 onwards, the numbers coming out in a year are made into a volume, the 1923 volume being numbered the 7th volume.

Here is an example of the Main Entry for complexity of this type.

Example

MK311*m*73:N08

CERTIFIED MILK PRODUCERS' ASSOCIATION OF AMERICA.

Proceedings. V. 3-16. 1910-1933.

[1 V. per year. 1910-].

{ No V. in 1918 and 1919 }.

823 In the case of complexity of kind 23 enumerated in Rule ·8, an additional note is to be added in crooked brackets consisting, in order, of either

1. the introductory phrase 'V. issued together'; and
2. groups of numbers separated by semi-colons, each group consisting of the numbers of the volumes issued together in a single volume.

or

1. the introductory phrase 'V. bound together'; and
2. groups of numbers separated by semi-colons, each group consisting of the numbers of the volumes bound together;

See examples 2·1 and 2·2 given under rule 893 of this chapter.

CHANGE OF NAME

831 In the case of complexity of kind 31 enumerated in Rule 8, a separate Main

Card is to be made for each different title and heading.

8311 The Class Number in each such card being the same, the cards are to be treated as a set of 'continued cards' as per Rule 0381.

8312 The entry in all but the last card of the set is to be 'closed for publication' as provided in Rule 7152.

Both the change of name of a Periodical Publication and the change of name of the body responsible for it occur rather frequently. It is very few publications that escape this complexity. A case is reported of a Society changing its name 41 times in 14 years. Sometimes the change of title is such as to tempt the classifier even to give a different Class Number. But the fact that the volumes are consecutively numbered or that there is a cumulative index covering all the titles prevents one from changing the Class Number to suit the change of title. This is illustrated in the examples given at the end of this chapter, and in the examples given at the end of these remarks.

Here are some less serious changes. 1905 saw the foundation of the "National Association of Cement Users" at Detroit, Michigan. In 1913, it had its name changed as "American Concrete Institute." It has been responsible for a Periodical, which was called *Proceedings* from 1905 to 1913, *Journal* from 1914 to 1915 and again *Proceedings* since 1916. The numbers of all the volumes run, however, in one continuous sequence.

Again the "American Electro-therapeutic Association", founded in 1890, took over the Periodical *Medical library* which had been running its course from 1883

without a 'learned' godfather, changed its name to *Journal of electro-therapeutics,* but continued the old sequence of numbering the volumes. Thus the first volume of the *Journal of electro-therapeutics* came out in 1890 as volume 8. In 1902, the Publication was given another name and so volumes 20 to 33 (1902-1915) appeared under the more high sounding name *Journal of advanced therapeutics.* The way in which this name came to be adopted is told[38] by its editor in the following words:—

"At the annual meeting of the American Electro-therapeutic Association, held in Buffalo in 1901, as prospective Editor of the Journal and with the consent of the Publisher, the Association accepted the Journal, under the Editor's management, as the Official Organ of the Association. Under that arrangement and with the co-operation of the leading members of the American Electro-therapeutic Association the first issue was prepared for January first, 1902. It was first decided that the Journal should appear thereafter as the American Journal of Electrology and Radiology, and an issue was prepared under that title. At the urgent request of the publisher, however, who wished to combine the Journal with another publication of his own, the name adopted and appearing in a second issue of the first volume was the Journal of Advanced Therapeutics."

However, the original idea, which seems to have been simmering in the mind of the Association, ultimately gained the upper hand and from 1916 to 1925, volumes 34 to 43 came out under the long title *American journal of electro-therapeutics and radiology.* But with volume 44 which came out in 1926, a further change in name led to the title *Physical therapeutics,* the name of the Asso-

38 Physical therapeutics, V. 44, 1926. Pp. 56-57.

ciation itself having been changed later in October 1929 into " American Physical Therapy Association " as if in conformity with this title, as a result of merging itself with the " Western Association of Physical Therapy ". God alone knows what further nomenclative future is lying hidden in the womb of time for this Periodical.[39] All honour, however, for the consistence in the volume periodicity and the persistence in one and only one uninterrupted sequence of volume numbers.

Here is a more chequered career. 1895 saw the birth of the *New Jersey forester.* Even before the first volume was completed its name was changed as *Forester.* This name was allowed till the seventh volume came out in 1901, with this special event that the hospitality of its pages was thrown open in 1898 to accommodate the *Proceedings* of the " American Forestry Association," which Association had its old name ' American Forestry Congress,' assumed in 1882, changed in 1889. With volume 8 which came out in 1902, the Periodical was given the longer name *Forestry and irrigation.* But while in the middle of volume 14 and of year 1905, while only 8 of the issues of volume 14 had come out, it appears to have been

---

39 Since this was sent to the press it is learnt that the April issue of 1932 is to be the last number of this Periodical. A circular about it says:—

"PHYSICAL THERAPEUTICS, the official journal of the American Physical Therapy Association, will hereafter be incorporated by the ARCHIVES OF PHYSICAL THERAPY, X-RAY, RADIUM, the official journal of the American Congress of Physical Therapy, since the American Physical Therapy Association has merged its interests with those of the American Congress of Physical Therapy. * * * The unexpired part of your subscription is now assumed by the ARCHIVES OF PHYSICAL THERAPY, X-RAY, RADIUM and you will, commencing with the February, 1933 issue, receive the ARCHIVES for the unexpired term of your subscription to PHYSICAL THERAPEUTICS."

paralysed. It was revived in 1908 under the title *Conservation.* But when it was revived, it recollected its previous existence exactly and insisted that the first issue of the *Conservation* should be brought out as volume 14 no. 9. But this incarnation was but shortlived, as it had to change again in 1910 and have its back gilted as *American forestry*, V. 16-29 from 1910 to 1923. Again volume 30 which came out in 1924 brought with it another life for our many-lifed publication under the more comprehensive appellation *American forests and forest life.* We wish this hardy fellow many more births coupled with the correct memory of his sequence of volume numbers.

Sometimes the change in the name is very slight and imperceptible. For example, the Periodical which was known as *Journal of abnormal psychology and social psychology* from 1906 changed its name in 1926 to *Journal of abnormal and social psychology.*

Sometimes the learned societies themselves appear to be subject to slip of memory. For example, the " Illinois State Academy of Science " which started its career in 1907 began its *Transactions* even in its first year of life and is still continuing it. But from 1911 to 1917 it appears to have forgetfully named them as *Transactions of the Illinois Academy of Science.* It is not known who reminded it of the propriety of reinstating the ' State ' at the proper place in 1918.

A more quixotic forgetfulness, on the part of a learned body, of its own name and a more vagarious change of the name of its only Periodical is illustrated by the following:—The Medical Association of Georgia saw the light of day in 1849. Immediately it started its Periodical and is, since then, sending out its volumes regularly at one per year. But look at the plethora of names appearing on the title pages of its volumes. Volumes 1

and 2 were called *Minutes of the proceedings of the Medical Association of Georgia.* Volumes 3 and 4 were called *Transactions of the Medical Society of the State of Georgia.* Volume 5 was given the name of the first born. Volumes 6 to 19 came out as the *Proceedings of the Georgia Medical Association.* Volumes 20 to 23 were called the *Transactions of the Georgia Medical Association,* while volumes 24 to 61 came out one after another regularly for 38 years under the uniform name *Transactions of the Medical Association of Georgia* and reached volume 61. As if this uniformity was too good to be continued any longer the association changed the name of the Periodical to *Journal* in 1911 and further started a new sequence for numbering the volumes. Surely this idiosyncracy would justify one crying out " Physician, heal thyself ". But, for the poor cataloguer these vagaries mean writing no less than 7 Main Cards instead of one and perhaps no less than 9 Index Cards instead of two. Thus the cataloguer's work is increased fivefold. Are the managements of libraries sensitive to such woes of the librarian and disposed to increase the cataloguing staff fivefold? Their present attitude, however, appears to be one born of blissful ignorance of the complexities of cataloging. Due to an unfortunate tradition, cataloguing is still looked upon by them as a feminine job for semi-illiterate persons. Perhaps, it is worth quoting the following from the *Five laws of library science.*[40] " But the superior arrogance of those, who can more than read books, who feel competent to criticise literary style or have gained some acquaintance with a special department of knowledge, is more annoying. They imagine that anything in a library beyond their (own) scholarship, is manual, clerical and rather beneath their efforts, not knowing that they are yet only good material out of

40 P. 49.

which librarians might be made. Not infrequently one comes across a bumptious upstart who has the cheek to say, 'What is there in *indexing?*' meaning by 'indexing', *Cataloguing*. One only wishes that he was allowed to try his hand at 'indexing' for a couple of months to discover for himself what a mess he is capable of making".

We shall conclude these remarks by writing the Main Cards in the case of a Periodical which has seen changes in its own name as well as in the name of its learned godfather.

Examples

1·1 L:4:7m73:M88

NATIONAL ASSOCIATION OF RAILWAY SURGEONS. United States.

Transactions. 1891-1893.

[1 V. per year. 1891-1893].

continued in the next card.

1·2 L:4:7m73:M88 *continued.* 1.

NATIONAL ASSOCIATTION OF RAILWAY SURGEONS. United States.

Railway surgeon. V. 1-4. 1894-1897.

[1 V. per year. 1894-1897].

continued in the next card.

1·3 L:4:7m73:M88 *continued* 2.

INTERNATIONAL ASSOCIATION OF RAILWAY SURGEONS. America.

Railway surgeon. V. 5-10. 1898-1903.

[1 V. per year. 1898-1903].

continued in the next card.

1·4 L:4:7m73:M88 *continued.* 3.
AMERICAN ASSOCIATION OF RAILWAY SURGEONS.
Railway surgical journal. V. 11-27. 1904-1920
[1 V. per year. 1904-1920].
continued in the next card.

1·5 L:4:7m73:M88 *continued.* 4.
AMERICAN ASSOCIATION OF RAILWAY SURGEONS.
Surgical journal. V. 28-40. 1921-1933.
[1 V. per year. 1921-].

832 Cases of complexity of kind 32 enumerated in Rule 8, are to be treated on the analogy of Rule 831 and its subdivisions.

This complexity is as frequent as the preceding one. Here are some examples. What was organised in 1859 as the " Entomological Society of Philadelphia " has come to be known as the " American Entomological Society " since 1867; with the result, one of its Periodicals appears as *Proceedings of the Entomological Society of Philadelphia* from 1861 to 1867 and, since the latter date, is still coming out as the *Transactions of the American Entomological Society,* but with a different sequence of volume numbers.

Again the " American Geographical and Statistical Society " founded in 1854 changed its name in 1871 to the " American Geographical Society of New York ". The metamorphosis in the name of one of the Periodicals commenced by it in 1859 is very interesting. The first two volumes were called the *Journal of the American Geographical and Statistical Society.* The third volume was published as the *Annual report* of the Society. The numbers of volumes 4 to 32 appeared as *Bulletin* but

were to be called *Journal* when bound. However, volumes 33 to 47 were permitted to have the same name as their constituents, *viz. Bulletin.* This was till 1915. But in 1916 this Periodical came to be known as the *Geographical review* and as if in recognition of this drastic change in name, a new sequence was begun in numbering the volumes.

We may conclude this rule with the Main Entries of a Periodical with the complexity covered by this rule.

Examples

1·1 L*m*73:M50

CHICAGO MEDICAL SOCIETY.

Proceedings V. 1-3. No. 10. 1888-1891.

[1 V. per year. 1888-1891].

{V. 3 not completed}.

continued in the next card.

1·2 L*m*73:M50 *continued.* 1.

CHICAGO MEDICAL SOCIETY.

Chicago medical record V. 1-2. 1891-1892.

[1 V. per year. 1891-1892].

continued in the next card.

1·3 L*m*73:M50 *continued.* 2.

CHICAGO MEDICAL SOCIETY.

Chicago medical recorder. V. 3-43. 1893-1933.

[1 V. per year. 1893-].

ABSORPTION

841 In the case of complexity of kind 41 the title, which is continued, is to be given a new Main Card.

8411 The Class Number in the new Main Card being the same as in the earlier Main Card with the same title, they are to be treated as a set of "continued cards" as per Rule 0381.

8412 The entries in the Main Cards of all the amalgamated Publications including the earlier one of the continued title are to be 'closed for publication' as provided in Rule 7152.

8413 An additional note is to be added, in the new Main Card consisting, in order, of

1. the introductory phrase "*Amalgamates*"; and
2. the call numbers and names of the other Periodical Publications amalgamated with it, the information about the different Publications being deemed as different sentences.

The additional note is to be put within inverted commas.

8414 In the last Main Card of each of the Periodical Publications mentioned in the additional note of the new Main Card, an additional note is to be added, consisting, in order, of

1. the introductory phrase "*Amalgamated with*"; and
2. the Class Number and name of the Publication with which it is amalgamated.

The additional note is to be put within inverted commas.

842 Cases of complexity of kind 42 are to be treated on the analogy of Rule 841 and its subdivisions.

Examples

1·1 T*m*73:M91

EDUCATIONAL. *First word.*

Educational review. V. 1-76. 1891-1928.

[2 V. per year. 1891-1928].

{ V. 76 lacks the last two nos. }

" *Amalgamated with* T*m*73:N15 School and society."

1·2 T*m*73:N15

SCHOOL. *First word.*

School and society. V. 1-27. 1915-1928.

[2. V. per year. 1915-1928].

continued in the next card.

1·3 T*m*73:N15 *continued.*

SCHOOL. *First word.*

School and society. V. 28-38. 1928-1933.

[2 V. per year. 1928-].

" *Amalgamates* T*m*73:M91 Educational review".

Amalgamations occur fairly frequently. Sometimes they occur without notice and suddenly. Sometimes due notice is given. Or the amalgamation is explicitly brought

to the notice of readers at least after the event. In some cases, no such clue is given except for a slight change in the title. In the example given above, a long standing Periodical like the *Educational review* which had run its course over 76 volumes was put to the necessity, all on a sudden, of getting into alliance with another youngster even while it was in the middle of a volume. The merging of this veteran with the comparative youngster *School and society* has been described with a sigh of sorrow by Dr. Frank Pierrepont Graves, New York State Commissioner of Education and President of the University of the State of New York, who once nourished the *Educational review* for a few years.[41]

" Does it not seem an unhappy circumstance that such a magazine should lose its identity? . . . Since, however, it has been decreed that the name and form should vanish, it is most fortunate that the spirit and substance are to be preserved in a journal that has so clearly won its way to educational leadership as SCHOOL AND SOCIETY."

This capacious *School and society* has absorbed also other educational periodicals, *viz.* *School journal* established in 1874 and the *Teachers' magazine* established in 1878.

Examples

2·1 T*m*73:M97

AMERICAN. *First word.*

American education. V. 1-32. 1897-1928.

[1 V. per year. 1897-1928].

{ V. 32 had only four nos. }.

" *Amalgamated with* T*m*73:M80 Education ".

---

41. School and society. V. 28, p. 529.

2·2 T*m*73:M80
EDUCATION. *First word.*
Education. V. 1-48. 1880|1881—1927|1928.
[1 V. per year. 1880|1881—1927-1928].
continued in the next card.

2·3 T*m*73:M80 *continued.*
EDUCATION. *First word.*
Education. V. 49-52. 1928|1929—1932|1933.
[1 V. per year. 1928|1929—].
"*Amalgamates* T*m*73:M97 American education".

In this case, the necessity for amalgamation seems to have arisen by the time the *American education* had issued the first four numbers of volume 32. But the fourth number of volume 32 had an explicit announcement in the following terms.[42]

"With this December issue, AMERICAN EDUCATION ceases to exist as a separate magazine and is merged with EDUCATION. All unexpired subscriptions to AMERICAN EDUCATION will be filled to the end of the subscription date with copies of EDUCATION. Since the list price of EDUCATION is just twice that charged for AMERICAN EDUCATION we feel sure that our subscribers will appreciate this bargain in educational literature."

There are even more queer types of amalgamation and merging. Instead of the constituent journals giving up their identity, as has happened in the two preceding examples, the continuing periodical acts as a host and the amalgamated periodicals are treated as guests with their own individuality persisting in some form or another.

42 P. 148.

Here are some examples:—The " Appalachian Mountain Club " founded in 1876 is conducting three Periodical Publications, *viz.* *Appalachia* commenced in 1876, *Register* commenced in 1879, and *Bulletin* commenced in 1907. The *Appalachia* had its independent existence from 1876 to 1921. From 1922 it appears merely as a number of the *Bulletin.* For instance, the 1922 volume is No. 5, of V. 16 of the *Bulletin.* The *Bulletin* has also begun to play the host to the *Register,* by vacating another of its numbers for it.

Another example is that of the Periodical Publications published by the " Ohio Academy of Science " organised on 31st December, 1891. It started its *Proceedings* in 1892 and this Periodical still continues regularly. The *Annual reports,* which appeared as an independent Serial from 1892 to 1902 and had its volumes numbered as 1-11, became part of *Proceedings* from 1903 onwards. So also the *Special papers,* whose first seven volumes appeared independently in the years 1899 to 1902, has now become a guest and the volumes of this guest, beginning from the eighth, are now to be found within the hospitable covers of the *Proceedings.*

Still another interesting case of amalgamation is that of *Journal, Bulletin* and *Ceramic abstracts* of the " American Ceramic Society " which are all published under one cover but separately paged. Another complication in this case is that they together constitute the continuation of the *Transactions.* The Society was founded in 1899. From 1899 to 1917, it published the 19 volumes of its *Transactions.* In 1918 the *Transactions* was replaced by the *Journal.* In 1922 the *Bulletin* and the *Ceramic abstracts* came into existence but agreed to live as members of a joint family under the same cover as their elder sister, *Journal,* each signifying its individuality by having its

own pagination. Long live this happy family free from any fratricidal propensity!

843 In the case of complexity of kind 43, the new title is to be given a new Main Card.

8431 If its Class Number be the same as for the earlier title whose numbering of volumes is continued under the new title, it is to be treated on the analogy of the subdivisions of Rule 841.

If the Class Number is different, it is to be treated on the analogy of the subdivisions of Rule 844.

844 In the case of complexity of kind 44, the new title is to get a Main Card.

8441 An additional note is to be added in it consisting, in order, of

1. the introductory word *Amalgamates;* and
2. the Class Numbers and the titles of the Periodical Publications amalgamated in it, the information about the different publications being deemed as different sentences.

8442 The Entries in the Main Cards of all the amalgamated publications are to be "closed for publication" as provided in Rule 7152.

8443 An additional note is to be added in the last Main Card of each of the amalgamated publications, consisting, in order, of

1. the introductory phrase *Amalgamated in;* and
2. the Class Number and the title of the publication which has amalgamated it.

Examples

1·1 I2m73 :N17

ABSTRACTS. *First word.*

Abstracts of bacteriology. V. 1-10. 1917-1926.

[1 V. per year. 1917-1926].

" *Amalgamated in* Gm73 :N27 Biological abstracts."

1·2 Im73 :N20

BOTANICAL. *First word.*

Botanical abstracts. V. 1-7. 1920-1926.

[1 V. per year. 1912-1926].

" *Amalgamated in* Gm73 :N27 Biological abstracts."

1·3 Gm73 :N27

BIOLOGICAL. *First word.*

Biological abstracts. V. 1-7. 1927-1933.

[1 V. per year. 1927-].

" *Amalgamates* Im73 :N20 Botanical abstracts. I2m73 :N17. Abstracts of bacteriology."

SPLITTING UP

851 In the case of complexity of kind 51, each of the Publications into which the original is split is to be given a new Main Card.

8511 The old Main Card and the Main Card of the Publication which continues the old Class Number are to be treated as a set of " continued cards " as per Rule 0381.

.8512 The Entry in the old Main Card is to be " closed for publication " as provided in Rule 7152.

8513 An additional note is to be added, in its old Main Card, consisting, in order, of

1. the introductory phrase *Split partially into;* and
2. the Class Number and the title of each of the Publications, other than the one which continues the old Class Number, into which it is split, the information about each publication being deemed as a separate sentence.

The additional note is to be put within inverted commas.

8514 An additional note is to be added in the Main Card of each of the publications, other than the one which continues the old Class Number, into which it is split, consisting, in order, of

1. the introductory phrase *Split partially from;* and
2. the Class Number and the title of the original publication.

The additional note is to be put within inverted commas.

See examples 1.5 and 2.4 given under rule 893 of this chapter.

852 Complexity of kind 52 is to be treated on the analogy of Rule 851 and its subdivisions, with the modification that the term " Split " is to be substituted for the term " Split partially " wherever it occurs.

Examples

1·1 542:M87

JOURNAL. *First word.*

Journal of the College of Science, Imperial University of Tokyo. V. 1-45. 1887-1925.

[Irregular. 1887-1925].

" *Split into* A*m*42:N25 Journal of the Faculty of Science, Imperial University of Tokyo. Section 1, etc. H*m*42:N25 Journal of the Faculty of science, Imperial University of Tokyo. Section 2, etc. I*m*42:N25 Journal of the Faculty of Science, Imperial University of Tokyo. Section 3, etc. K*m*42:N25 Journal of the Faculty of Science, Imperial University of Tokyo. Section 4, etc. Y17*m*42:N25 Journal of the Faculty of Science, Imperial University of Tokyo. Section 5, etc."

1·2 A*m*42:N25

JOURNAL. *First word.*

Journal of the Faculty of Science, Imperial University of Tokyo, Section 1, etc. V. 1- 1925|1929—

[Irregular. 1925|1929—].

" *Split from* 542:M87 Journal of the College of Science, Imperial University of Tokyo."

The second volume of this Periodical had not been completed in 1934.

1·3 H*m*42:N25

JOURNAL. *First word.*

Journal of the Faculty of Science, Imperial University of Tokyo, Section 2, etc. V. **1-2.** 1925|1927—1926|**1930.**

[Irregular. 1925|1927—].

"*Split from* 542:M87 Journal of the College of Science, Imperial University of Tokyo."

1·4 I*m*42:N25

JOURNAL. *First word.*

Journal of the Faculty of Science, Imperial University of Tokyo, Section 3, etc. V. **1-4.** 1925|1927—**1932**|**1933.**

[Irregular. 1925|1927—].

"*Split from* 542:M87 Journal of the College of Science, Imperial University of Tokyo."

1·5 K*m*42:N25

JOURNAL. *First word.*

Journal of the Faculty of Science, Imperial University of Tokyo, Section 4, etc. V. **1-2.** 1925|1929—**1928**|**1931.**

[Irregular. 1925|1929—

"*Split from* 542:M87 Journal of the College of Science, Imperial University of Tokyo."

1·6 Y17m42:N25

JOURNAL. *First word.*

Journal of the Faculty of Science, Imperial University of Tokyo. Section 5, etc. V. 1- **1925—** .

[Irregular. 1925-].

"*Split from* 542:M87 Journal of the College of Science, Imperial University of Tokyo."

Even the first volume of this last mentioned Periodical had not been completed in 1934.

SUPPLEMENTS

861 In the case of complexity of kind 61, the supplements are to be given cross reference entries on the analogy of Rule 721.

The right side of the back of the Main Card will indicate all the monographs and books that are caught up as part of the Periodical Publication.

862 In the case of complexity of kind 62, each monograph supplement or book is to be separated from the Periodical Publication and dealt with as an independent book.

8621 In the appropriate Main Cards of the Periodical Publication, an additional note is to be added consisting, in order, of

1. the introductory phrase *For supplements see;* and
2. the Call Numbers of the separated books, written as separate sentences.

TAMIL NADU ARC... ACC 12256

The additional note is to be put within inverted commas.

8622 In the Main Cards of the separated books, an appropriate Extract Note is to be added, as provided in Rule 143 and its subdivisions.

8623 If a supplement of this kind chances to be bound with a volume of the Periodical Publication, it is to be dealt with as if it is of kind 61.

863 In the case of complexity of kind 63, the sequences of supplements are to be treated as independent Periodical Publications.

8631 In the corresponding Main Cards of the main publication, an additional note is to be added, consisting, in order, of

1. the introductory phrase *Has as supplement;* and
2. the Class Numbers and the titles of the supplements, the information about each supplement being deemed as a separate sentence.

The additional note is to be put within inverted commas.

8632 In the Main Cards of the supplements, an additional note is to be added consisting, in order, of

1. the introductory phrase *Supplement to;* and
2. the Class Number and title of the main publication.

The additional note is to be put within inverted commas.

See example 3·15 given under rule 893 of this chapter.

864 If the supplements which have been treated as separate Periodical Publications or separate books are covered by the cumulative indexes of the Main Periodical Publication, the appropriate volumes of the cumulative indexes are to be provided in some convenient and prominent form, say, by the insertion in the supplements of a written or typed or printed slip with the Class Numbers or the Call Numbers, as the case may be, of the separated supplements.

Examples

1·1 502:2:N27

JOURNAL. *First word.*

Journal of oriental research. V. 1-7. 1927-1933.

[1 V. per year. 1927-].

"*For supplements see* R66xD70:1 15G2. O15:2D35:26 G1. P31:Dx101 G0."

1·2 R66xD70:1 15G2

MANDANA MISRA.

Vibhramaviveka, ed. by S. Kuppuswami Sastri and T. V. Ramachandra Dikshitar.

(Madras oriental series, 1). (*Supplement to* Journal of oriental research. V. 1. 1927).

61616

1·3 O15:2D35:26 G1

BHASA

Viṇāvāsavadattam with introd. by S. Kuppuswami Sastri.

(Madras oriental series, 2). (*Supplement to* Journal of oriental research. V. 1, 3-5. 1927, 1929-1931).

61617

1·4 P31:Dx101 G0

TOLKAPPIYAM. *First word.*

Tolkāppiyam . . . ed. with comm. in English by P. S. Subrahmanya Sastri. V. 1. Eḷuttatikāram.

(Madras oriental series, 3). (*Supplement to* Journal of oriental research. V. 2-4. 1928-1930).

61618

COMBINATION OF COMPLEXITIES

We have so far followed the practice of pure mathematicians and dealt with each type of complexity, in isolation, just for facilitating the development of the subject. But it is well known that, in actual life, it is seldom that difficulties come in such mathematical simplicity. So also it is seldom that a primary complexity occurs singly all by itself, in actual practice. Complexities appear, on the other hand, in all conceivable combinations. In such cases, all the appropriate additional notes are to be added. For convenience of reference, we may refer to the notes to be put in circular brackets as notes of the first species; those to be put in square brackets, as notes of the second species; those to be put in crooked brackets, as notes of the third species; and those to be put within inverted commas, as notes of the fourth species. If either two or more species of notes or two or more notes of the

same species occur in the same Main Card, the following rules are to be observed in writing the Main Card.

891 Notes of the same species are to be put in a single section and are to be deemed to be separate sentences.

892 Notes of different species are to be put in different sections.

893 Sections formed of the different species of notes are to be arranged among themselves in the order of the numeral epithets of the species.

The following examples are of a general nature.

1·1 A*m*3:K601

ROYAL SOCIETY OF LONDON.

Abstracts of the papers printed in the philosophical transactions. V. 1-4. 1800|1814—1837|1843.

[Irregular. 1800|1814—1837|1843].

continued in the next card.

Continued. 1.

1·2 A*m*3:K601

ROYAL SOCIETY OF LONDON.

Abstracts of the papers. V. 5-6. 1843|1850—1850|1854.

[Irregular. 1843|1850—1850|1854].

continued in the next card.

1·3 A*m*3:K601 *Continued.* 2.

ROYAL SOCIETY OF LONDON.

Proceedings. V. 8-53. 1856|1857—1893.

[Irregular. 1855|1856—1904|1905].

"*Split partially into* G*m*3:K601 Royal Society of London, proceedings. Series B.", etc.

continued in the next card.

1·4 A*m*3:K601 *Continued.* 3.

ROYAL SOCIETY OF LONDON.

Proceedings. Series A. etc. V. 115-**142.** 1927-**1933.**

[Irregular. V. 76- . 1905-].

1·5 G*m*3:K601

ROYAL SOCIETY OF LONDON.

Proceedings. Series B., etc. V. 77-95, 101-**113.** 1905|1906—1923, 1927-**1933.**

[Irregular. V. 76- . 1905-].

"*Split partially from* A*m*3:K601 Royal Society of London, proceedings."

2·1 B*m*2:N07

INDIAN MATHEMATICAL CLUB.

Journal. V. 1-2. 1908-1910.

[1 V. per year. 1908-1910].

{No. V. for 1909.}. {Bound together V. 1-2}.

continued in the next card.

2·2 B*m*2:N07 *continued.* 1.

INDIAN MATHEMATICAL SOCIETY.

Journal. V. 3-14. 1911-1922.

[1 V. per year. 1911-1922].

{Bound together V. 3-4; 5-6; 7-8; 9-10; 11-12; 13-14}.

continued in the next card.

2·3 B*m*2:N07 *Continued.* 2.

INDIAN MATHEMATICAL SOCIETY.

Journal. V. 15-**19**. 1923|1924—**1931**|**1932.**

[1 V. for two years. 1923|1924—1931|1932].

"Each V. from V. 16 has as supplement Bp2:N16 Indian Mathematical Society, Conference, Report."

"*Split partially into* B*m*2:N071 Indian Mathematical Society, mathematics student."

2·4 B*m*2:N071

INDIAN MATHEMATICAL SOCIETY.

Mathematics student. V. 1- . **1933—**

[1 V. per year. 1933-].

"*Split partially from* B*m*2:N07 Indian Mathematical Society, journal."

2·5 B*p*2:N16

INDIAN MATHEMATICAL SOCIETY. CONFERENCE.

Report. V. 4-7. 1924-1931.

[1 V. for two years. 1924-].

{V. 4 and 5 bound with B*m*2:N07 Indian Mathematical Society, journal, V. 15 and 16 respectively}. {V. 1-4 not separately published, but included in B*m*2:N07 Indian Mathematical Society, journal, V. 9, 11, 13 and 15}.

"Supplement to B*m*2:N07 Indian Mathematical Society, journal."

3·1 C*m*55:L99

ANNALEN. *First word.*

Annalen der Physik. B. 1-30; 31-60 (=Neue Folge B. 1-30). 1799-1819.

[3 B. per year. 1799-1819].

continued in the next card.

3·2 C*m*55:L99

Continued. 1.

ANNALEN. *First word.*

Annalen der Physik und der physikalischen Chemie. B. 61-76 (=Neueste Folge B. 1-16). 1819-1824.

[3 B. per year. 1819-1824].

continued in the next card.

3·3 C*m*55:L99 *Continued.* 2.

ANNALEN. *First word.*

Annalen der Physik und Chemie. B. 1-11 (=Ganzen Folge 77-87). 1824-1827.

[3 B. per year. 1824-1827].

"Each of the V. has an alternative title page giving the title as Annalen der Physik."

continued in the next card.

3·4 C*m*55:L99 *Continued.* 3.

ANNALEN. *First word.*

Annalen der Physik und Chemie. B. 12-30 (=Ganzen Folge 88-106). 1828-1833.

[3 B. per year. 1828-1833].

continued in the next card.

3·5 C*m*55:L99 *Continued.* 4.

ANNALEN. *First word.*

Annalen der Physik und Chemie. B. 31-60 (=Reihe 2, B. 1-30=Ganzen Folge 107-136). 1834-1843.

[3 B. per year. 1834-1843].

"*Has as supplement* C*m*55:L991 Annalen der Physik und Chemie, Ergänzungsband."

continued in the next card.

3·6 Cm55:L99 *Continued.* 5.

ANNALEN. *First word.*

Annalen der Physik und Chemie. B. 61-90 (= Reihe 3, B. 1-30 = Ganzen Folge 137-166). 1844-1853.

[3 B. per year. 1844-1853].

" *Has as supplement* Cm55:L991 Annalen der Physik und Chemie, Ergänzungsband."

continued in the next card.

3·7 Cm55:L99 *Continued.* 6.

ANNALEN. *First word.*

Annalen der Physik und Chemie. B. 91-120 (= Reihe 4, B. 1-30 = Ganzen Folge 167-196). 1854-1863.

[3 B. per year. 1854-1863].

" *Has as supplement* Cm55:L991 Annalen der Physik und Chemie, Ergänzungsband."

continued in the next card.

3·8 Cm55:L99 *Continued.* 7.

ANNALEN. *First word.*

Annalen der Physik und Chemie. B. 121-150 (= Reihe 5, B. 1-30 = Ganzen Folge 197-226). 1864-1873.

[3 B. per year. 1864-1873].

" *Has as supplement* Cm55:L991 Annalen der Physik und Chemie, Ergänzungsband."

continued in the next card.

3·9 Cm55:L99 *Continued.* 8.

ANNALEN. *First word.*

Annalen der Physik und Chemie. B. 151-160 (=Reihe 6, B. 1-30=Ganzen Folge 227-236). 1874-1877.

[3 B. per year. 1874-1877].

"*Has as supplement* Cm55:L991 Annalen der Physik und Chemie, Ergänzungsband." "*Has as supplement* CjL96 A"

continued in the next card.

3·10 Cm55:L99 *Continued.* 9.

ANNALEN. *First word.*

Annalen der Physik und Chemie. Neue Folge B. 1-69 (=Ganzen Folge 237-305). 1877-1899.

[3 B. per year. 1877-1899].

"*Has as supplement* Cm55:L991 Annalen der Physik und Chemie, Ergänzungsband."

continued in the next card.

3·11 Cm55:L99 *Continued.* 10.

ANNALEN. *First word.*

Annalen der Physik. Folge 4, B. 1-87 (=Ganzen Reihe 306-392). 1900-1928.

[3 B. per year. 1900-1928].

continued in the next card.

3·12 Cm55:L99 *Continued.* 11.

ANNALEN. *First word.*

Annalen der Physik. Folge 5, B. 1-3 (=Ganzen Reihe 392-395). 1929.

[3 B. per year. 1929].

continued in the next card.

3·13 C*m*55:L99 *Continued.* 12.

ANNALEN. *First word.*

Annalen der Physik. Folge 5, B. 4-15 (=Ganzen Reihe 396-407). 1930-1932.

[4 B. per year. 1930-1932].

continued in the next card.

3·14 C*m*55:L99 *Continued.* 13.

ANNALEN. *First word.*

Annalen der Physik. Folge 5, B. 16-19 (=Ganzen Reihe 408-411). 1933-

[3 B. per year. 1933-].

3·15 C*m*55:L991

ANNALEN. *First word.*

Annalen der Physik und Chemie, Ergänzungsband. B. 1-8. 1842-1878.

[Irregular. 1842-1878].

"*Supplement to* C*m*55:L99 Annalen der Physik und Chemie".

3·16 C*j*L96 A

ANNALEN. *First word.*

Annalen der Physik und Chemie, Jubelband dem hrsg. J. C. Poggendorff, etc.

"*Supplement to* C*m*55:L99 Annalen der Physik und Chemie."

5001

CONCLUSION

It can be easily realised that the task of dealing with Periodical Publications is no light one. But it is the Periodical Publications that form the very breath of the research activities of a community. Hence, there has been a healthy co-operation in most countries among the library

profession, the learned societies, the universities, and the government, in facilitating the work of individual libraries and securing that accuracy of information in the library catalogues which is so essential to the advancement of research. Such a co-operation has resulted in the production of many bibliographical aids in several countries. A fairly long list of such bibliographical sources is to be found in pp. 76-119 of the *Guide to the cataloguing of the serial publications of societies and institutions,* edn. 2., published by the Library of Congress in 1931. While some of these sources are of indifferent worth, there are some which are remarkable for their thoroughness and accuracy. One such example is the *Handbook of learned societies and institutions: America* published in 1908 as No. 39 of its publication series by the Carnegie Institution of Washington in co-operation with the Library of Congress. Another such example is the *Handbook of scientific and technical societies and institutions of the United States and Canada* published in 1930 as No. 76, of the Bulletin of the National Research Council of the United States.

India is yet to produce a similar handbook. The absence of it is acting as a serious handicap in all libraries that aim at thoroughness in cataloguing and promptness and efficiency in service. While some of the western countries had started quite an appreciable number of periodical publications even in the eighteenth century, India followed in their wake only in the ninteenth century; and this too due, largely, to the pioneering efforts of the western scholars working in India. But, during the present century, the fashion of floating periodical publications and forming learned bodies has passed into the hands of the sons of the soil and a very vigorous output is becoming the result, attendant, of course, with all the usual infanticides,

marriages, divorces, paralytic strokes, deaths, resurrections and other ills that befall such publications. The work of libraries in dealing with them is further complicated by the almost entire absence of an organised library profession a publishing trade and a bookselling trade.

As has been already stated, in every enlightened country, men illustrious for talent, worth and knowledge, professional organisations of librarians and bibliographers, associations of publishers and booksellers, the learned societies themselves, the universities, the state and certain quasi-governmental bodies, like National Research Councils, specially established to function as the nation's heralds of research and organisations like the Carnegie Institution of Washington and the Smithsonian Institution privately endowed for a similar purpose, are pooling their intellectual and material resources together and following a national prográmme to disentangle all such bibliographical knots. From their work, our country reaps and will for long continue to reap an abundant harvest of information; nor should any narrow national pride induce us to reject such an offering.

But can we offer nothing in return? How long is our international civic conscience to be satisfied with this one-way flow of bibliographical service? In activity of intellect, and fertility of resource and invention, producing a highly intelligent population, I believe, we have no reason to shrink from a comparison with any country. But devoted selfless workers, inspired by *esprit de corps* and characterised by an academic temperament, appear to be now comparatively few; they are, however, rapidly increasing in numbers; and notwithstanding the lower feelings and impulses fed by linguistic, provincial, communal and racial causes, signs are not altogether wanting of the emergence of a predisposition towards an amicable

relation among fellow workers and a concentration of effort—witness for example the proposals to form an Indian Academy of Sciences and an Indian Library Association—an amicable disposition and a concentration of effort, to which will be attracted the efficient support of talent, knowledge and money, and from which we may hope for the happiest results, in the advancement both of our research and of our reputation in the world of learning.

INDEX

The reference is to the number of the rule. If the word '*comm.*' comes after the number, there reference is to the commentary on the rule. If the word '*introd.*' comes after the number, the reference is to the introduction to the rule.

q.i.r.t. = quoted in relation to.

r.i.r.t. = referred in relation to.

Abnormal book, 0391; 0393.

Accession number, 15; of periodicals, 76; purpose of writing in the main entry 1 *comm.*; where written, 035-0351.

Acombe (H. W.) and Quinn (J. Henry)—*q.i.r.t.* series note, 14 *comm.*; *r.i.r.t.* alphabetical arrangement, 0624 *comm.*

Added entries, 02.

Administrative department as author, 12314-123143.

al, 121392.

Alphabetical catalogue, 01 *introd.*; alphabetical part to serve as, 012.

Alphabetical device index entry, 312801.

Alphabetical part, arrangemment of entries in, 062-0624.

Alphabetisation, 062-0624.

Alternative name entry, 44-443.

Alternative names—of authors, 1218, 443 *comm.*: of series, 1423 443 *comm.*

Amalgamation of periodical publications, 841-8443.

Anas, heading of, 1291.

Anglo-American code—*r.i.r.t.* Prefixes, 12112, 121121; Title-portion, 13 *comm.*

Annotation in main entry, 1 *comm.*

Anonyma and pseudonyma, referred to, 1253 *comm.*
Anonymer og pseudonymer, referred to, 1253 *comm.*
Arrangement of entries, 06.
Article, initial *see* initial article.
Artificial composite book—defined, 08412; rules for, 621-6222.
Aufrecht, referred to, 1253 *comm.*
Authoress, 12151.
Authorial polyonomy and homonymy in Sanskrit literature, 1253 *comm.*
Authors, joint, 122-1222.

Back of the main card—of books, 16-1624; of periodical publications, 76.
Barbier (Antoine Alexandre), referred to, 1253 *comm.*
Bibliographical description, example of, 1 *comm.*
Bibliotheca anonymorum et pseudonymorum detectorum, referred to, 1253 *comm.*
Biographee index entry, 31263.
Bipartite catalogue, 01 *introd.*
Block letters, 0362.
Book—artificial composite, defined, 08412; composite, defined, 0841; defined, 084; extract from, 1432; multivolumed, defined, 0844; ordinary composite, defined, 08411; simple, defined, 0842; single-volumed, defined, 0843; single-volumed simple, rules for main entry of, 1.
Book description, example of, 1 *comm.*
Book index entry, 32-323.
"Botanical gardens" as label heading, 431.
Bound catalogue, 03 *introd.*

Call number—in main entry, 11; to be written in pencil, 0302.
Canonical class index entry 3121-312101.
Capitals, use of, 0372.
Card catalogue—03 *introd.*; advantage of, 31 *comm.*
Caste names of South India, 1212 *comm.*
Catalogue—and museum tradition, 01 *introd.*; and salesmanship spirit, 01 *introd.*; as a tool, 01 *introd.*; as an inventory, 01 *introd.*; evolution of, 01 *introd.*; parts of, 01; physical form of, 03 *introd.*
Chain procedure, 31314.
Change of name note, 1441.
Change of title of periodical publications, 831-832.
Change of volume periodicity, 811-8112.

Characteristic division index entry—3125-312501; economy resulting from, 312501 *comm.*
Christian names as headings, 1211.
Class index entry—31-3129901; headings for, 311; parts of, 31.
Class number,—uniqueness of, 021 *comm.*, to be written in pencil, 0302.
Classified catalogue, 01 *introd.*, 011.
Classified part, arrangement of entries in, 061-0615.
"Closed for library" entries, 7133.
"Closed for publication" entries, 7152.
Collation in main entry, 1 *comm.*
Collected works index entry, 31262.
"College" as label heading, 431.
Collin, referred to, 1253 *comm.*
Colon classification, date of publication in, 1 *comm.*
Colon classification—q.i.r.t. Characteristic Division Index Entry, 312501 *comm.*; *r.i.r.t.* arrangement of entries, 061 *comm.*, 0613 *comm.*; class index entries, 31 *comm.*
Colour—of cross reference cards, 2423 *comm.*; of cross-reference index cards 443 *comm.*; of index cards, 3 *comm.*
Commentator's names—as headings, 126-1267; to be mentioned in the title portion, 132-1323.
Common subdivision index entry, 3122-312201.
Compilers' name—as headings, 126-127; to be mentioned in the title portion, 132-1323.
Composite book—artificial *see* artificial composite book; defined, 0841; rules for, 61-6222; ordinary *see* ordinary composite book.
Compound forenames, 12111.
Compound surnames, 12111.
Conference—as author, 1233—12332; as author of periodicals, 7123; defined, 123.
Connecting words in heading, style of writing, 0367.
Consolidated—alphabetic device index entry, 3129101; characteristic index entry, 31251-3125101; class index entry, 31299-3129901; epochal index entry, 31261-3126101; favoured category index entry, 3127101; work index entry, 31291-3129101.
Continuation lines, 0311; 0321.
Continued entries, 06131, 0615; style of writing, 0391-03913.
Contractions, 05.
Contributor index entry, 613-61384.

Corporate author name used as heading, 123—1234.
Corporate bodies and their alternative names, 443 *comm.*
Corporate body's name to individualise name of series, 1411.
Corporate names in headings, style of writing, 0392-03923.
Cross-reference card, colour, 2423 *comm.*
Cross-reference entries—arrangement of, 0614-0615; importance of, 2423 *comm.*; necessity for, 02 *comm.*; number of, 02 *comm.*; for periodical publications, 72-721; for simple book, 2-2423; special for artificial composite book, 6221-6222.
Cross-reference index card, colour, 443.
Cross-reference index entries—for artificial composite books, 624; for periodical publications, 74-741; for a simple book, 4; number of, 02 *comm.*; types of, 4.
Crown as author, 12311.
Cult of the title page, 1 *comm.*
Cumulative index of periodical publications, 75.
Cutter (Charles Ammi)—*q.i.r.t.* bibliographical details, 1 *comm.*; function of a library catalogue, 01 *introd.*; title-portion, 1301 *comm.*, 131 *comm.*; *r.i.r.t.* parts of a library catalogue, 012 *comm.*

Date of publication, 1 *comm.*
Definitions, 07.
Delay in advent of classified catalogue, 01 *introd.*
Dependent body—as author, 1234; defined, 123.
Descriptive words in headings, style of writing, 0366.
Dictionary catalogue, 01 *introd.*
Dictionary of anonymous and pseudonymous literature referred to, 1253 *comm.*
Dictionary of Hindu names, need for, 1212 *comm.*
Dictionary of Muslim names, need for, 1213 *comm.*
Dictionnaire des ouvrages anonymes et pseudonymes, referred to, 1253 *comm.*
Dizionario di opere anonime e pseudonime di scrittori italiani referred to, 1253 *comm.*
Doorninck, referred to, 1253 *comm.*

Eclectic card catalogue rules, referred to, 1213 *introd.*
Economy resulting from characteristic division index entry, 312501 *comm.*
Edition, to be mentioned in the title portion, 133-1332.
Editor of series entry, 41-413.

Editor's names—as headings, 126-127; in the series note in main entry, 14131-14133; to be mentioned in the title portion, 132-1323.
Emancipation of the catalogue, 01 *introd.*
Encyclopaedia of Islam, referred to, 1213 *introd.*
Encyclopaedia of religion and ethics, referred to, 1213 *introd.*
English names with prefix, 121121.
Entries—sequence of, 06; style of writing, 03; types of, 02; with book numbers in leading sections, 0612, 0613; without book numbers in leading sections, 0612, 0614.
Epitomiser's name—as heading, 126-127; to be mentioned in the title-portion, 132-1323.
Epochal index entry, 3126-312601.
Evolution of the catalogue, 01 *introd.*
Executive as author, 12312.
Expansion of initials of forenames, 12115.
Extract note, 143-1432.

Factors in catalogue construction, 01 *introd.*
Fallacy *i.r.t.* function of catalogue, 01 *introd.*
Favoured category index entry, 3127-312701.
First vertical, defined, 0305.
First victory of catalogue, 01 *introd.*
First word of title as heading, 128-1282.
Five laws of library science—q.i.r.t. difficulties in cataloguing, 8312 *comm.*; *r.i.r.t.* accession number, 1 *comm.*; cross-reference entries, 02 *comm.*; functions of a library catalogue, 01 *introd.*; repairs to library catalogue, 03 *introd.*; series index entry, 3225 *comm.*
Forenames—compound, 12111.
French names with prefix, 121121.
Functions of catalogue, 01 *introd.*

Geographical areas, homonymous, 123101-123102; names as headings, 1231-123102.
Geographical index entry, 3123-312301.
German umlauts, in alphabetisation, 0622.
Gestalt theory of alphabetisation, implementing of, 0624.
Government—as author, 1231-123102; defined, 123.
Guide to the cataloguing of the serial publications of societies and institutions, referred to, 7152 *comm.* 893 *comm.*

Halkett (Samuel), referred to, 1253 *comm.*

Handbook of learned societies and instituiions of America, referred to 893 *comm.*

Handbook of scientific and technical societies and institutions of the United States and Canada, referred to, 892 *comm.*

Heading—defined, 036-03611; style of writing, 0362-0367.

Heading for—alternative name entry, 44-443; book index entry, 321-3217; class index entry 311-3112; cross-reference entry, 241; cumulative index of periodical publications, 75; editor of series entry, 411-413; label entry of books, 43-4331; label entry of periodical publications, 733; main entry, choice of, 12; main entry of artificial composite books, 621; main entry of memorial volumes, 611; main entry of ordinary composite books, 61; main entry of periodical publications, 712; main entry of simple books, 12-1298; pseudonym-real name entry, 42-423.

Hereditary titles, 1215.

Hindu names—as headings, 1212; dictionary of, 1212 *comm.*; parts of, 1212 *comm.*; research in, 1212 *comm.*

Homonymous—geographical areas, 123101-123102; names as headings, 1219; words and phrases, arrangement, 0624 *comm.*

Honorific words—in names of series, 3214; in personal names, 12152; in title, 128.

Imprint in main entry, 1 *comm.*

Inclusive notation, 0381—0382.

Incunabula—description of, 1 *comm.*; title portion, 13 *comm.*

Indelible ink for catalogue, 03 *introd.*

Independent series note, 1421.

Index card, colour scheme for, 3 *comm.*

Index entries for—artificial composite books, 623; multivolumed books, 523; ordinary composite books, 613-61384; periodical publications, 73-7323; simple books, 3-336; number of, 02 *comm.*; types of, 3.

Index number, where written, 033.

Index part, 011.

Indian pseudonym, 1253 *comm.*

Individualising words in heading, style of writing, 0355.

Initial article—in alphabetisation, 0621; in title, 128.

Initialism as heading, 1253 *comm.*

Initials—as headings, 1217-12171; of forenames, expansion of, 12115.

Institution—as author, 1232-12321; defined, 123.

Interdependent series note, 1422-142202.
Intermediate section of—book index entry, 322-323; class index entry, 312-3129.
International conference as author, 12332.
Inventory tradition, 01 *introd.*
Irish names with initial O, in alphabetisation, 06233.
Ism, 1213 *introd.*, 12132.
Italian names with prefix, 12712.

Japan year book, referred to, 1214 *comm.*
Japanese names as headings, 1214 *comm.*
Jewish names as headings, 1211.
Joint authors, 122-1222.
Joint corporate authors, 124.
Judiciary, as author, 12316-123162.

Kanarese names, 1212 *comm.*
Kunyah, 1213 *introd.* 121331-12135.
Kuppuswami Sastry (S.): Note on authorial polyonymy and homonymy in Sanskrit literature, incorporated in rule 1253 *comm.*

Label entry for—books, 43-4331; periodical publications, 741-7411.
"Laboratory" as label heading, 431.
Language index entry, 3124-312401.
Laqab, 1213 *introd.*, 12136.
Leading line, defined, 0304.
Leading section, defined, 031; commencement of, 0311.
Leading section of—alternative name entry, 44; book index entry, 32; class index entry, 31; contributor index entry, 6138; cross-reference entry, 2, 21; editor of series entry, 41; label entry, 43; main entry of periodical publications, 71; main entry of simple books, 1, 11; pseudonym-real name entry, 42; special cross-reference entry of artificial composite books, 62211.
Ledger catalogue, disadvantage of, 311 *comm.*
Legislature as author, 12313.
Lenox library, 1 *comm.*
Letters, heading of, 12917-129171.
Library—as a workshop, 01 *introd.*; as label heading, 431.
Library administration—r.i.r.t. scope of the *Classified catalogue code*, conspectus; sequence symbol, 03914 *comm.*

Library cataloguing: fundamentals and procedure—r.i.r.t. scope of the *Classified catalogue code*, conspectus.

Library classification: fundamentals and procedure—r.i.r.t. amplified main class, 311, 3131; Characteristic Division Index Entry, 312501 *comm.*; cross-reference entry, 25 *comm.*; phases, 31314 rules of procedure 2.

Library hand, 0303.

Linderfelt, referred to, 1213 *introd.*

Lines in a card, 0304—0306.

Loose leaf catalogue, 03 *introd.*

Madras University Library, information about book size, 1 *comm.*

Main card, back of—of simple books 16-1624; of periodical publications, 76.

Main class index entry, 3121-302101.

Main entries—annotation in, 1 *comm.*; as basic entries, 1 *comm.*; call number in, 11; choice of heading for, 12; collation in, 1 *comm.*; compared with bibliographical description, 1 *comm.*; fullest entries, 1 *comm.*; nature of 023; number of, 02 *comm.*; of artificial composite books, 621-6214; of memorial volumes, 611; of multivolumed books, 51-5113, 521-5222; of ordinary composite books, 61; of periodical publications, 71-7152, 811-864; of single volumed simple books, sections in the main entry of, 1; purpose of accession number in, 1 *comm.*; reprint in, 1 *comm.*

Main heading, 0361.

Malayalam names, 1212 *comm.*

Manual of cataloguing and indexing—q.i.r.t. series note, 14 *comm.*; *r.i.r.t.* alphabetical arrangement, 0624 *comm.*

Manuscript catalogue, 03 *introd.*

Melzi (Gaetano), referred to, 1253 *comm.*

Merging of author's name in title, 1298.

Monarchs' names in headings, 1216.

Multiplicity of series, 142-142202.

Multivolumed book—defined, 0844; open entry for, 5111.

Multivolumed simple book—rules for, 5-537; types of, 5.

Museum tradition and catalogue, 01 *introd.*

Muslim names—as headings, 12131-121392; dictionary of, 1213 *introd.*; parts of, 1213 *introd.*

Mylius (Johenn Christoph), referred to 1253 *comm.*

Names—beginning with St. or Ste, in alphabetisation, 06232, Christian *see* Christian names; Hindu, *see* Hindu names;

Japanese, *see* Japanese names; Jewish, *see* Jewish names; Muslim, *see* Muslim nams; of authors merged in titles, 1298; of commentators to be mentioned in the title potrion, 132, 1323; of compilers to be mentioned in the title portion, 132-1323; of corporate bodies in heading 123-1234; of corporate bodies to individualise name of series, 1411; of editors in the series note of the main entry, 14131-14133; of editors to be mentioned in the title portion, 131-1323; of epitomisers to be included in the title portion, 132-1323; of geographical areas as headings, 1231-123162; of monarchs in alphabetisation, 06251; of monarchs in headings, 1216; of noblemen, in alphabetisation, 06252; of noblemen in headings, 1215; of popes, in alphabetisation, 06251; of popes in headings, 1216; of series, alternative, 1423; of translators to be mentioned in the title portion, 132-1323.

Names in headings—Christian, 1211; Corporate, 123-1234; Hindu, 1212; Japanese, 1214 *comm.*; Jewish, 1211; Muslim, 12131-121392; North Indian, 1212 *comm.*; South Indian, 1212; Western Indian, 1212, *comm.*

Nisbahs, 1213 *introd.*, 12137.

Noblemen's names in headings, 1215.

North Indian names, 1212 *comm.*

Note in the main entry—of simple books, 14-1441; of periodical publications, 714, 811-864.

"Nothing before something", principle in alphabetisation, 0624 *comm.*

Numbers, style of writing, 038-0382.

"Observatory" as label heading, 431.

Open entries for multivolumed books, 5111.

"Open for the library" entries, 7132.

"Open for publication" entries, 7151.

Open notation, 0381.

Ordinary composite book—defined, 08411; rules for, 61-61384.

Ordinary publication, defined, 084.

Over-sized books, 038, 0382.

"Paragraph before word", principle in alphabetisation, 0624, *comm.*

Parts of the catalogue, 01.

Periodical conference as author, 12331.

Periodical publications—complex types, 8-892; defined, 083-0831; extract from, 1431-14311; rules for, 71-892; simple type, 71-76.

Periodicals—as label heading, 741; defined, 081, 0811.
Personal author, name used as heading, 121-1219.
Personal names in headings, style of writing, 0363; 0371.
Persons and their alternative names, 443 *comm.*
Physical form of the catalogue, 03 *introd.*
Placcii (Vincentii), referred to, 1253 *comm.*
Popes' names in headings, 1216.
Possessive, in alphabetisation, 06234.
Prefix in surname, 12112, 121121.
Prince collection, 1 *comm.*
Printed catalogue, 03 *introd.*
Prolegomena to library classification—*r.i.r.t.* cross-reference entry, 25 *comm.*; internal repair, 311 *comm.*; subject subheading, 31316.
Prose style of writing, 036.
Pseudonym—as heading, 125-1253; in India, 1253 *comm.*; real name entry, 42-423.
Publication, date of, 1 *comm.*
Publications, ordinary, defined, 084; periodical, defined, 083, 0831.
Punctuation marks, 0373.

Quinn (J. Henry)—*q.i.r.t.* series note, 14 *comm.*; *r.i.r.t.* alphabetical arrangement, 0624 *comm.*

Ranganathan (S. R.).—*q.i.r.t.* Characteristic Division Index entry, 312501 *comm.*; difficulties in cataloguing, 8312 *comm.*; *r.i.r.t.* accession number, 1 *comm.*; alphabetisation, 0624 *comm.*; alternative name entry, 443 *comm.*; alternative rules for class index entry, 313; amplified main class, 311, 3131; annotation, 1 *comm.*; arrangement of entries, 061 *comm.*, 0613.; *comm.*; bibliographical details, 1 *comm.*; Characteristic Division Index Entry, 312501 *comm.*; class index entries, 31 *comm.*; chain procedure, 31314; contributor index entry, 61391 *comm.*; co-operative cataloguing, 03 *introd.*; corporate author, 07; cross reference entries, 02 *comm.*, 25 *comm.*; function of library catalogue, 01 *comm.*; internal repair, 311 *comm.*; personal author, 07; phases, 31314 rules of procedure 2; repairs to library catalogue, 03 *introd.*; scope of the *Classified catalogue code*, conspectus; sequence symbols, 03914 *comm.*; series index entry, 3225 *comm.*; subject subheading, 31316; variant form entry, 453 *comm.*

Reference service and bibliography—*r.i.r.t.* cross reference entry, 25 *comm.*

Repair of the catalogue, 311 *comm.*

Research—in Hindu names, 1212 *comm.*; in Indian pseudonyms and homonyms, 1253 *comm.*; in Muslim names, 1213 *introd.*

Rules for a dictionary catalogue—*q.i.r.t.* bibliographical details, 1 *comm.*; function of a library catalogue, 01 *introd.*; title-portion. 1301 *comm.*, 131 *comm.*; *r.i.r.t.* parts of a library catalogue, 012 *comm.*

Salesmanship spirit and catalogue, 01 *introd.*

School and college libraries—*r.i.r.t.* sequence symbols, 03914 *comm.*

"School" as label heading, 431.

Scottish names with prefixes, in alphabetisation, 06231.

Second vertical, defined, 0306.

Second victory of catalogue, 01 *introd.*

Secondary names of authors, 1218.

Section, leading, *see* Leading section.

Sequence of—entries 06-0628; entries in the main part, 061; entries in the index part, 062; homonymous words and phrases, 0624 *comm.*

Sequence symbol, 0391-03914.

Serial, defined, 082, 0821.

Serial number in the series note in main entry, 1414-14142; where written, 034.

"Serials" as label entry, 741.

Series and their alternative names, 443 *comm.*

Series index entry, value of, 323 *comm.*

Series, multiplicity of, 142-142202.

Series name—alternative, 1423; to be individualised by the name of corporate body, 1411.

Series note—in main entry, 141-14142; independent, 1421; inter-dependent, 1422, 142202.

Short title, 0241-02411.

Simple book—cross-reference entry, 2-2423; cross-reference index entry, 4-443; defined, 0842; index entry, 3-336; single-volumed, rules for main entry, 1.

Single volumed book, defined, 0843.

Single volumed simple book, rules for main entry, 1.

South Indian caste names, 1212 *comm.*

South Indian names as headings, 1212.

Spanish names with prefix, 121121.
Splitting up of periodical publications, 851-852.
Standard cards, 03 *introd.*
Stonehill (Charles A.), referred to, 1253 *comm.*
Style of writing, 03.
Subheading, defined, 0361.
Subject heading, 313-3132501; style of writing, 0365.
Subjects subheading, 313-3132501; style of writing, 0365.
Sundaram (C.)—*r.i.r.t.* cross reference entry, 25 *comm.*
Superfaithfulness to title page, 1212 *comm.*
Supplements to periodical publications, 861-864.
Surnames—compound, 12111; with prefix, 12112, 121121.

Takhallus, 1213 *introd.*, 12138.
Tamil names, 1212 *comm.*
Tanjore Palace Library, descriptive catalogue of, referred to, 1253 *comm.*
Telugu names, 1212 *comm.*
Theatrum anonymorum et pseudonymorum, referred to, 1253 *comm.*
Theory of library catalogue—*r.i.r.t.* alphabetisation, 0624 *comm.*; alternative name entry, 443 *comm.*; alternative rules for class index entry, 313; annotation, 1 *comm.*; bibliographical details, 1 *comm.*; chain procedure, 20; contributor index entry, 61391 *comm.*; co-operative cataloguing, 03 *introd.*; corporate author, 07; cross-reference entry, 25 *comm.*; personal author, 07; scope of the *Classified catalogue code*, conspectus; specific subject entries, 2 *comm.*; variant form entry, 453 *comm.*
Theses, to be deemed to belong to series, 1415.
Title—as heading, 128-1282; of periodical publications, change of, 831-832; portion to be transcribed, 131; with name of author merged in it, 1298.
Title-a-line catalogue, 01 *introd.*
Title-a-line entry, 01 *introd.*
Titlepage—absent, 0231; cult of, 1 *comm.*; more than one, 0232; polyglot, 0233; superfaithfulness to, 1212 *comm.*
Title-portion—mention of editors, etc., 132-1323; of main entry, 13-1324; of main entry of periodical publications, 713.
Titles, hereditary, 1215.
Translators' names—as headings, 126-127; to be mentioned in the title portion, 132-1323.

Two joint authors, 122-1221.
Types—of entries, 02; of work, 08.
Type-written catalogue, 03 *introd.*

Umlauts, in alphabetisation, 0622.
Undersized books, 03911.
Unipartite catalogue, 01 *introd.*
United States, Bureau of Education, special report on public libraries, referred to, 01 *introd.*
"University" as label heading, 431.
Urf., 1213 *introd.*, 121361.

Variant form of word entry, 45.
Vermonde en naamlooze schrijvers opgespoord op het gabiet, referred to, 1253 *comm.*
Volume, defined, 04.
Volume periodicity—change in, 811-8112; note, 715-71502.

Western Indian names, 1212 *comm.*
Women's names as headings, 12151.
Words in an entry, 036.
Work—defined, 04; types of, 08.
Work index entry, 3129-312901.
Writing—fluid, 0301; style of, 03-0383.

"Zoological gardens" as label heading, 431.

School and College Libraries

S. R. Ranganathan turns to an aspect of his main subject which has never been more important that it is today... The library should be literally and figuratively the hub of every educational institution... This book aims explaining how the whole curriculum can be made to radiate and indeed can be irradiated from this hub... It contains much educational theory.—JOHN SARGEANT, *Educational Adviser to the Government of India.*

In this new volume... he exhibits the same zeal, the same objectiveness, the same technical efficiency, and the same thoroughness as in all his other works... Although the book is designed for Indian students it will gain many readers in this country.—*The librarian.*

He takes his stand on philosophical, religious and scientific truths. He writes analyticallly, lucidly with an infectious enthusiasm. His dreams about the destiny of his vocation, combined with his thorough grasp of everyday library administration and service make his book as inspiring as it is instructive.—*The Mail.*

The book is an eloquent appeal to teachers and librarians—, and urges that the class room and the library should work together with understanding and in a spirit of co-operation... It is a book which ought to be studied by teachers, teachers under training, managers and leaders.—*The Hindu.*

This new work is an excellent addition to the meagre literature written by Indian librarians. We will not hesitate to call it even stupendous and overwhelming, since it is the product of deep research work done with a noble aim. *Modern librarian.*

Library classification: Fundamentals and procedure

For the first time, practical classification can claim to approximate to a science. Hitherto, students have had to be taught a theory of classification which seemed to bear no relation to the task of the actual arrangement of books. Teachers of classification have been only too conscious of the great gulf that separates its theory and practice. Normally, while most students could grasp the theory of classification, when it came into practice they found it demanded an elusive gift called "flair". For "flair" Ranganathan has substituted reasoned analysis: perhaps "flair" was intuitive form of the same process? Ranganathan's new book brings the whole problem from the regions of subconscious perception to those of the intellect. This act makes it atonce possible to train any intelligent person to classify, instead of merely demonstrating to the classification—aspirant, and then hoping for the best.

This is a book for the student of classification in both elementary and advanced stages, and together with the *Prolegomena*, offers a substantial addition to the front-rank books on classificatory science.—*Library Association record.*

Another solid treatise from the fertile pen of the Madras University librarian. It is, as usual, very thorough, very exact and very sound.

I commend this book to the careful attention of all students of book classification.—*The Librarian.*

I am full of admiration for the meticulous detail and painstaking explanation of method with which Mr. Ranganathan illustrates his rules. It would be excellent for students—working by correspondence or studying on their own.—*Bulletin of the New Zealand Library Association.*

TAMIL NADU ARCHIVES LIBRARY
ACC. No. 1256
EGMORE MADRAS-600 008